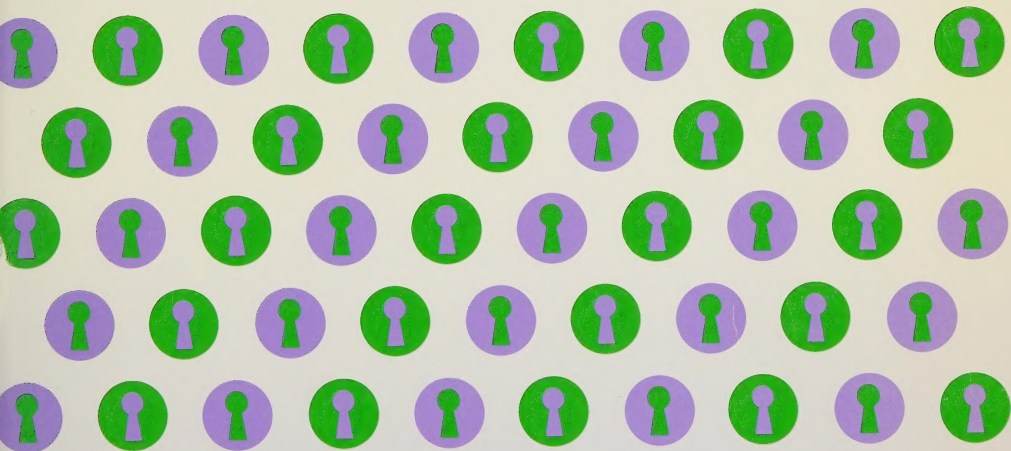


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Freedom
of Information
— and —
Protection
of Individual
Privacy



DIRECTORY OF
GENERAL RECORDS



Ontario

**Freedom
of Information
— and —
Protection
of Individual
Privacy**



**DIRECTORY OF
GENERAL RECORDS**



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Foreword

Ontario's Freedom of Information and Protection of Privacy Act, which came into force on January 1, 1988, gives individuals a legal right of access to information held by the government and its agencies. There are exceptions to this right but they are limited to the specific provisions of the legislation. The Act also gives individuals a right of access to their personal information and establishes standards to ensure that this information is protected.

Two directories are issued to assist individuals in locating records and personal information maintained by Ontario government ministries and agencies. These publications are:

- *Directory of General Records*
describing the organization, mandate, records and manuals of ministries and agencies;
- *Directory of Personal Information Banks*
describing the organization and personal information maintained by ministries and agencies.

The directories are issued annually, and are available in libraries, ministry and agency offices and the Ontario Government Bookstore, Main Floor, 880 Bay Street, Toronto, Ontario M7A 1N8.

For further information about the Act or the directories write to:

Management Board Secretariat
Freedom of Information and Privacy Branch
6th Floor, Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Z6

Telephone: (416) 586-2100

I. Introduction

What Information is Available?

The Freedom of Information and Protection of Privacy Act gives the public a right of access to records held by Ontario government ministries and agencies. Individuals may request any record of information in any form including a letter, report, computer tape, microfilm, videotape or sound recording.

Certain information may be withheld under one of the specific exemptions outlined in the Act. These exemptions include:

- cabinet records;
- records containing certain law enforcement information;
- records that could prejudice intergovernmental relations;
- personal information that could invade the privacy of an individual;
- certain records supplied in confidence by a third party.

A record must be disclosed to a requester unless it falls within one of the exemptions.

How to Use The Directory

Locating the Information

This directory is arranged alphabetically with a chapter for each government ministry and agency covered by the Act. At the end of each ministry's chapter is an alphabetical listing of the affiliated agencies (e.g., boards, councils and committees) associated with that ministry. An alphabetical index at the back of the publication provides a complete list of ministries, agencies and affiliated agencies, and the page where they may be found in the directory.

An alphabetical subject index is also provided at the back of the directory. This index allows the user to locate a record by looking up the subject matter to which it relates.

Each chapter in the directory contains the following information:

Name

- the full title of the ministry/agency;

Head

- the title, business address and phone number of the minister or head of the ministry/agency;

Mandate

- the goal or purpose of the ministry/agency;

Organization

- a description of the organizational structure;

Divisions

- a description of each major organizational unit or program area within the ministry/agency
- a description of the records used to support each division's programs and an alphabetical listing of the general classes or types of records maintained
- a statement about the manuals issued by each division and an alphabetical listing of such records;

Affiliated Agencies

- a description of the agencies closely associated with each ministry
- a description and alphabetical listing of the general records and manuals maintained by each affiliated agency;

Access

- the title, address and phone number of a contact person in the ministry/agency
- the location of a reading room for the review of manuals and other information.

General Classes or Types of Records

The records listed in each ministry/agency chapter do not represent individual documents or files. Instead, records have been grouped into classes according to their common subject matter. The class or type of record listed in the directory may consist of a number of records in different forms including letters and memos, reports, computer files, and microfilm.

Manuals

Ministries/agencies are required by the Act to make certain manuals available to the public in a reading room or other designated office. This requirement applies to manuals, directives and guidelines containing information about programs or enactments that affect the public. The location of a reading room can be found at the back of each ministry/agency chapter under the heading "Access".

The manuals issued by each ministry/agency are listed in the directory. Where the number of manuals is extremely large, the listing may contain subject categories rather than individual titles. A more detailed inventory can be obtained by contacting the Freedom of Information Coordinator in the appropriate ministry/agency.

Common General Administration Records

Certain types or classes of records are common to most ministries and agencies. These records contain information about general administration and operational support functions such as personnel, finance, purchasing, audit and property management. To avoid repetition, these common classes of records are described in the introduction. Where applicable, a reference to this listing is included in the ministry/agency chapters. Common administration records include:

- Administrative support records including statistics, agendas and minutes of meetings, general inquiries, administrative procedures, library services, records management, data systems development and management, travel and transportation, property management, building and accommodation services, mail and messenger services;
- Cabinet submissions, Management Board submissions, Orders in Council, draft legislation, briefing notes, general correspondence;
- Communications records including speeches, ministers' statements, news releases, promotional and educational publications, audio-visual and film packages, advertising plans and records, public opinion polls, annual reports, visual-identity records, issues and background summaries;
- Financial records including financial systems and comptrollership, estimates, budgets, in-

voices, purchase orders, expenditure statements, allowances and expenses, assets management, inventory management;

- Human resources management records including human resources allocation, organization charts, job specifications, pension, benefits and insurance;
- Legal records including statutes and regulations, research and opinions, correspondence, contracts and agreements;
- Planning and management records including strategic and operational plans, work programs, accountability reports, audit and efficiency reports, consulting reports, Management by Results files, policies, directives and guidelines.

How to Make a Request

In most cases, it is not necessary to apply under the Freedom of Information and Protection of Privacy Act to obtain access to government records. Requests for information can generally be made by calling, writing or visiting the appropriate ministry/agency office.

A request under the Act can be made by completing a *Request for Access to Record* form which is available in government offices across the province. An example of how to complete the form is included at the end of this section.

The completed form should be forwarded to the ministry or agency most likely to have the information. The correct mailing address can be found at the end of each chapter in this directory under the heading "Access".

In some cases, a fee may be charged for access to information. The Act allows ministries/agencies to collect fees for such things as search time in excess of two hours, copying and computer processing. Where an estimated fee exceeds \$25, the requester will be notified and asked to authorize any further work on the request.

Normally, a request must be processed within 30 calendar days. This means that the ministry/agency must either provide access to the requested record or notify the individual that the information is exempt under the specific provisions of the Act. If the ministry/agency requires a time extension for any reason, then the requester must be notified.

Requesters should provide as much information as possible. Individuals who need assistance in locating records or completing a request should contact the Freedom of Information Coordinator in the appropriate ministry or agency. The address and phone number of the Freedom of Information Coordinator can be found at the end of each ministry/agency chapter.

How to Appeal a Decision

An individual may appeal any decision made by a ministry or agency including refusal to grant access, extension of the 30 day deadline, and fees. Appeals should be directed to:

Information and Privacy Commissioner
17th Floor
80 Bloor Street West
Toronto, Ontario
M5S 2V1

Telephone: (416) 965-2635



Ontario

**Request for access to record
Demande d'accès au document**

**Freedom of Information and Protection of Privacy Act, 1987
Loi de 1987 sur l'accès à l'information et la protection de la vie privée**

Please PRINT or write legibly/Veuillez imprimer ou écrire lisiblement.

Last name/Nom de famille		First name/Prénom		Middle name/Second prénom	
Address (Street /Apt. No./P.O. Box No./R.R. No.) Adresse (Rue/App. no./C.P. no./R.R. no.)			City or town/Cité ou ville		Province
Postal code/Code postal	Telephone number(s), with area code/Numéro(s) de téléphone et indicatif régional		area code/indicatif régional		
	Day/Jour		Evening/Soir	area code/indicatif régional	

Details of record requested/Détails du document demandé

1. Ministry/Institution request made to/Ministère/Organisme auquel la demande est présentée

Management Board Secretariat

2. Detailed description of record/Description détaillée du document

Records containing information relating to the designation of agencies under the Freedom of Information and Protection of Privacy Act as follows:

- minutes of meetings
- background policy papers

3. Preferred method of access/Mode préféré d'accès



Receive copy/Recevoir une copie



Examine/Consulter

Signature

Date
Day/Jour

Month/Mois

Year/Année

For Ministry/Institution use only/À l'usage exclusif du ministère ou de l'organisme

Date received/Date de réception

Day/Jour

Month/Mois

Year/Année

Reference number/N° de référence

Comments/Remarques



General Records of
Ministries and Agencies

Ministry of Agriculture and Food

Head

Minister of Agriculture and Food
11th Floor, 801 Bay Street
Toronto, Ontario
M7A 2B2
Telephone: (416) 965-1041

Mandate

To encourage an efficient and competitive agriculture and food sector in Ontario by delivering effective programs and services to those who grow, process and market food.

Organization

The ministry is organized in five divisions: Advisory and Technical Services; Education and Research; Finance and Administration; Marketing; and Quality and Standards. In addition, three branches report directly to the deputy minister: Communications; Economics and Policy Coordination; and Legal Services.

The ministry's head office is in Toronto. The administration of five branches, the colleges, and research stations is conducted from the Guelph Agriculture Centre. There are also 54 county and district offices throughout the province. Refer to the Government of Ontario Telephone Directory for addresses.

Divisions

Advisory and Technical Services Division

Counsels and advises farmers and producer organizations on management practices and provides laboratory and technical services essential to the business of farming. Division includes the following branches: Agricultural Representatives; Animal Industry; Plant Industry; Agricultural Laboratory Services; Veterinary Laboratory Services; and Soil and Water Management.

General Classes or Types of Records

Contain reference and instructional materials related to agriculture health and safety standards, and program background material and criteria.

Animal Rights and Welfare
Animals for Research
Asparagus Production Incentive Program
Branding of Animals
County Program Objectives
Cow-Calf Development Program
Disease Management
Drainage
Environmental Protection
Farm Business Management
Field Crop Management and Production
Floraculture and Nursery Production
Fur Farms (licensing, statistics)
Grain Dryer Retrofit Program
Greenhouse Energy Efficiency Program
Hatchery Supply Flock Policy
Horticultural Crop Management and Production
Integrated Pest-Management Program in Ontario
Laboratory Services
Livestock Health (management, medicines, performance testing)
Ontario Clingstone Peach Tree Planting Assistance Program
Pest Management
Pork Industry Improvement Program
Red Meat Program
Seed Potato Program (SPUD)
Soil Conservation Assistance Program
Soil Management
Soils Inventory
Veterinary Designated Area Assistance Policy
Veterinary Laboratory Services
Weather and Climate
Weed Control
Woodlot Management and Maple Syrup Production

Manuals

Contain factual and instructional material and are issued to program staff to assist farmers in implementing recommended procedures and complying with ministry requirements for quality control and financial assistance purposes.

Drainage Manual
Integrated Pest-Management Field Manual

Communications Branch

Provides a complete communications service to the ministry by planning, promoting, and explaining policies, programs and activities, and by preparing materials suited to various client needs.

General Classes or Types of Records

Contain information on all aspects of agriculture. Include print materials, photographs, audiotapes, videotapes, 35mm film, and exhibit displays.

Communications Research/Recommendations
Corporate Publications
Film Library
Photo Library
Special Events

Economics and Policy Coordination Branch

Provides economic, statistical and policy analysis to all segments of the ministry and the industry upon request, and is responsible for policy coordination within the ministry.

General Classes or Types of Records

Contain research papers, aggregate statistics, analyses, and recommendations on various segments of the agricultural industry.

Agricultural Economics
Agricultural Statistics
Commodity Reports
Economic Outlook
Farm Demographics
Farm Policy
Policy Research Recommendations
Production Economics
Trade Analyses

Education and Research Division

Provides services to improve the quality of life and education level of the agricultural community and initiates research and development projects to improve the productivity and competitive position of farmers in Ontario. Division includes the Rural Organizations and Services Branch, Horticultural Research Institute of Ontario, the five colleges of agricultural technology, and the Ontario Agricultural Museum.

General Classes or Types of Records

Contain background, factual and instructional materials relating to education, research and social services offered primarily to the rural community.

Agricultural Agencies, Education, Employment, Engineering Service, Leadership Program, Research
Animal Inventories for Research
Food Preparation and Nutrition
Health and Safety in Agriculture
Home and Family Management
Junior Farmers Program
Muck Research Station Reports
Ontario Agricultural Museum Exhibits
Rural Organizations and Services, Women's Groups, Sociology
Youth Activity Programs
Wine Evaluation
4-H Clubs

Manuals

The Staff Handbook is provided to employees of the Rural Organizations and Services Branch as a reference source regarding administrative policies, programs, community associations and operational guidelines. The 4-H Club Leader's Handbook is provided to members of the general public to assist them in running local 4-H chapters, and to advise them of services available from the ministry.

Rural Organizations and Services Branch Staff Handbook
4-H Club Leader's Handbook

Finance and Administration Division

Ensures compliance with ministry and government financial, administrative and human-resource policies, and provides financial planning, information management, personnel and audit services to all branches. Also responsible for preserving the agricultural land base, reducing the income fluctuations inherent in agricultural production, and assisting producers in responding to changing markets and demands through farm assistance programs. Comprises seven branches: Audit; Crop Insurance and Stabilization; Farm Assistance Programs; Financial and Support Services; Foodland Preservation; Management Systems; and Personnel.

General Classes or Types of Records

Contain criteria for and background material on financial assistance programs and information on land use. General administration records as described in the introduction to this directory are maintained.

Agents/Adjustors – Crop Insurance
Agricultural Credit Options
Agricultural Rehabilitation and Development Act – Implementation
AgriNorth
Bear Damage to Livestock Compensation
Beef Calf Loan Program
Beginning Farmer Assistance Program (BFAP)
Canada/Ontario Joint Plans for Beef and Hog Producers
Crop Insurance Plans
Damage to Honey Bee Colonies by Bears – Compensation Program
Dog Licensing and Livestock and Poultry Protection Act (appeals and rejections)
Environmental Assessment
Family Farm Interest Rate Reduction Program (OFFIRR)
Farm Adjustment Assistance Program (OFAAP)
Farm Family Advisory Program
Farm Financial Management
Farm Operating Credit Assistance Program (FOCAP)
Farm Tax Rebate/Reduction Programs
Farmers in Transition (FIT)
Floral and Nursery Industry
Funding to Educational Institutions
Grape Conversion Assistance Program
Hunter Damage to Livestock Compensation Program

Indian Agricultural Program of Ontario
 Industrial Milk Production Incentive Program
 Internship Program
 Interprovincial Financial Assistance Programs
 Land Holdings by Non-Residents of Canada
 Municipal Board Hearings
 National Tripartite Program for Hogs, Feeder Calves,
 Slaughter Cattle, Lambs
 Northern Ontario Transportation Assistance
 Proposed Land Planning Documents (comments)
 Purebred Dairy Cattle, Beef and Sheep Sales Assistance
 Program
 Rabies Indemnification Program
 Re-Establishment Assistance Program
 Rutabaga Assistance Program
 Seasonal Housing Assistance Program
 Special Livestock Shows Assistance Program
 Stabilization Plans
 Swine Sales Assistance Program
 Taxation Specific to Agriculture
 Tobacco Industry
 Transportation Assistance Programs
 Waterfowl
 Weather (related assistance programs)
 Wetlands/Forestlands
 Young Farmer Credit Program (OYFCP)

Manuals

Contain criteria for and background information on financial assistance programs. Issued to aid program staff in evaluating eligibility for programs and to assist farmers in complying with program requirements. The Administrative Policy Manual contains factual and instructional material regarding the ministry's administrative policies and is issued to all branches.

Administrative Policy Manual – Ontario Ministry of
 Agriculture and Food
 Beginning Farmer Assistance Program – Policy Manual and
 Participants Kit
 Case Committee Guidelines
 Commercial Disaster Relief Fund – 1985 Procedural Manual
 Crop Insurance Agent's Manual
 Farm Assistance Programs – Directives
 Farm Tax Administrative Guidelines
 Farmers in Transition Program – Re-Establishment
 Assistance Procedural Manual
 Federal and Provincial Financial Assistance Programs for
 Agriculture
 Helpline Catalogue (federal and provincial services relevant
 to agriculture)
 Livestock Manual
 Ontario Farm Adjustment Assistance Program/Farm
 Operating Credit Assistance Program
 Ontario Farm Family Advisory Program Advisor's Manual
 Ontario Young Farmer Credit Program (OYFCP) Guidelines
 Stabilization Handbook

Legal Services Branch

Counsels on legal matters including the interpretation of statutes and regulations; prepares and reviews proposed

legislation, regulations and other legal documents; and supplies general legal services to the ministry.

General Classes or Types of Records

Contain copies of all legislation and supporting documentation affecting the ministry. Where legal counsel is provided to another branch, the original documents generated by Legal Services are maintained in the program file within the appropriate branch of the ministry. Legal Services retains copies of its recommendations for reference purposes.

Marketing Division

Responsible for expanding Ontario food and agricultural sales in export and domestic markets, providing support to the food processing industry, and supervising the marketing board structure through the Farm Products Marketing Board and the Milk Commission of Ontario. Division is comprised of three branches: Farm Product Marketing; Market Development; and Food Processing.

General Classes or Types of Records

Contain background information and planning documents relating to past, current and proposed marketing plans.

Advertising Strategy
 Consumer Education
 Distribution and Consumption of Products
 Exhibits, Fairs, Trade Shows
 Food for Milk and Cream Producers
 Food Processing Industry (product import/export data)
 Food Processing Plants (loan/grant applicants)
 Food Processing Technology
 Foodland Ontario Promotional Campaign
 International Trade Regulations on Processed Food
 Market Assembly, Shipping, Transportation
 Market Assistance Program for Pork
 Market Development and Promotions
 Market Research and Statistics
 Marketing Boards
 Marketing Boards (food processor licensing)
 Small Food Processor Assistance Program
 Trade Missions

Quality and Standards Division

Responsible for the application of quality assurance and financial protection programs of the ministry. Ensures the wholesomeness of food through regular inspections of farms and food-processing plants and laboratory analysis of food products. Quality assurance is maintained through the enforcement of grade standards. Division consists of three branches: Livestock Inspection; Dairy Inspection; and Fruit and Vegetable Inspection; and three units: Investigative; Financial Protection; and Administrative.

General Classes or Types of Records

Contain federal and provincial safety, quality, and financial production standards, inspection reports, licensing requirements.

Apiaries
Central Milk Testing Laboratory Reports
Cream Quality Program
Crop Survey of Bradford Marsh Area
Dairy Industry
Dead Animal Disposal
Edible Oil, Oleomargarine Products
Fruit and Vegetable Industry
Fruit and Vegetable Quality Improvement Program
Investigation Reports
Judging, Scoring Products
Livestock Community Sales
Livestock Industry
Maple, Honey Products
Nurseries
Ontario Storage and Packing Assistance Program (OSPAP)
Packaging
Physical Plant Standards
Processing Quality Control
Storage Quality Control
Technical Courses (quality control)

Manuals

Contain factual and instructional material. Issued to program staff and inspectors to encourage a consistent and equitable method of evaluating farm practices and products.

Dairy Inspection – Field Manual and Directives
Fruit and Vegetable Inspection – Directives
Fruit and Vegetable Inspection – Grade Standards and Packing Manuals (apple, asparagus, beet, cabbage, cauliflower, cherry, christmas tree, field rhubarb, field tomato, forced rhubarb, grape, greenhouse cucumber, greenhouse tomato, head lettuce, onion, parsnip, peach, pear, plums, potato, raspberry, rutabaga, strawberry, sweet corn)
Fruit and Vegetable Inspection – Processing Grading Program Manuals (asparagus, sour cherry, tomato, wine grape)
Meat Inspection Procedures Manual
Milk Industry – Field Manual
Milk Utilization – Audit Manual

Affiliated Agencies

The following agencies, boards and commissions serve the ministry in an advisory and/or regulatory capacity.

General Classes or Types of Records

These agencies do not keep separate records other than minutes and agendas of meetings. All other records are maintained by the appropriate branch of the ministry.

Advisory Committees on Diploma Education

Act in an advisory capacity on diploma education at the five colleges of agriculture and food technology. The committees assess the changing education requirements for farming, agribusiness and the agricultural industry, and make recommendations to principals for future education programs.

Agricultural Council of Ontario

Provides a regular and independent channel of information and advice to the minister from senior experts on the practical aspects of agribusiness and consumerism; functions as a knowledgeable and authoritative resource to which issues of long-term impact can be referred for research and comment.

Agricultural Licensing and Registration Review Board

Hears appeals under the following acts: Agricultural Tile and Drainage Installation Act; Animals for Research Act; Artificial Insemination of Live Stock Act; Dead Animal Disposal Act; Farm Products Grades and Sales Act; Grain Elevator Storage Act; Live Stock and Live Stock Products Act; Live Stock Community Sales Act; Live Stock Medicines Act; Meat Inspection Act; Plant Diseases Act; Provincial Auctioneers Act; and Riding Horse Establishments Act. Each act has specific provisions allowing appeals to be taken to the board, and sets out provisions to be followed in respect of such appeals.

Agricultural Rehabilitation and Development Directorate

Enables the province to undertake programs jointly with the federal government for the efficient use and economic development of rural lands, the development of income and employment opportunities in rural areas, and the improvement of the standard of living in those areas.

Agricultural Research Institute of Ontario

Reviews ministry-funded research programs at the ministry's colleges of agricultural technology, the University of Guelph, and horticultural research and experimental stations, and makes recommendations to the minister to ensure that these programs meet the needs of Ontario agriculture.

Beginning Farmer Assistance Program Review Committee

Provides applicants denied assistance under the Beginning Farmer Assistance Program with an avenue of appeal.

Cooperative Loans Board of Ontario

Administers existing loans of cooperative associations under the Co-Operative Loans Act.

Crop Insurance Commission of Ontario

Provides farmers with an insurance program against loss due to natural perils for the major crops grown in Ontario; conducts surveys and research programs relating to crop insurance; and obtains statistics for commission use.

Farm Income Stabilization Commission of Ontario

Administers the Farm Income Stabilization Act; provides for surveys and research relating to farm-income stabilization; and obtains statistics for commission use.

Farm Products Appeal Tribunal

Provides an independent, accessible avenue of appeal in matters relating to the Ontario Farm Products Marketing Act and the Milk Act. Serves as a licence review board under the Milk Act, the Farm Products Marketing Act, the Edible Oil Products Act and the Oleomargarine Act.

Farm Products Marketing Board

Supervises 23 Ontario marketing boards; develops and implements policy; provides producer and consumer education about marketing; and evaluates markets and market research priorities.

Farm Products Payment Board

Administers the fund established under the Farm Products Payments Act to protect producers from non-payment by dealers; investigates claims; grants or refuses payment of claims; determines the amount and manner of payment. The Milk Commission of Ontario is designated as the board which administers the fund for milk and cream producers. Other boards administering funds under the Farm Products Payment Act are: Egg Fund Board; Grain Financial Protection Board; Livestock Financial Protection Board; and Processing Vegetable Financial Protection Board.

Farm Tax Rebate Appeal Board

Provides an owner of farm property with an independent avenue of appeal when denied a rebate under the Farm Tax Reduction Program.

Grain Financial Protection Board

Collects fees, administers the fund and approves claims made against the fund set up under the Grain Financial Protection Program to protect producers in the event a licensed dealer defaults on payment.

Livestock Financial Protection Board

Collects fees, administers the fund and approves claims made against the fund set up under the Ontario Beef Cattle Financial Protection Program to protect producers and other sellers of beef cattle in the event a licensed buyer defaults on payment.

Livestock Medicines Advisory Board

Reviews all legislation and regulations pertaining to livestock medicines and advises the minister on matters relating to the control and regulation of livestock medicines.

Milk Commission of Ontario

Supervises the Ontario Milk Marketing Board and Cream Producers Marketing Board; develops and implements policy; provides producer and consumer education about marketing; and evaluates markets and market research priorities.

Ontario Agricultural Museum Advisory Board

Advises the minister on matters relating to the museum and is concerned with achieving the museum's mandate.

Ontario Agricultural Museum Artifacts Valuation Committee

Performs appraisal services of artifacts and structures in which the Ontario Agricultural Museum has an interest, either as a purchaser, borrower, lender, recipient of a donation, or for any other purpose.

Ontario Crop Insurance Arbitration Board

Hears appeals on the administration of the Crop Insurance Plan.

Ontario Drainage Tribunal

Provides a readily accessible forum for appeals under the Drainage Act; establishes rules of practice and procedure; deliberates on evidence of hearings; and makes decisions independent of the ministry. The tribunal may recommend to

the minister any changes in legislation that it considers advisable.

Ontario Farm Machinery Board

Encourages the resolution of problems encountered by farmers and the farm machinery industry arising out of the sale of farm machinery, its repair, maintenance and use.

Ontario Grain Corn Council

Studies, advises and makes recommendations on all matters relating to the production and marketing of Ontario grain corn, to any or all segments of the grain corn industry and to any level of government.

Ontario Junior Farmer Establishment Loan Corporation

Ensures the repayment of outstanding loans of mortgagors, and repayment to the Treasurer of Ontario of any indebtedness.

Processing Vegetable Financial Protection Board

Collects fees, administers the fund, and approves claims made against the fund.

Produce Arbitration Board

Arbitrates payment disputes between fruit and vegetable producers and the dealers to whom they have sold their produce.

Wolf Damage Assessment Board

Makes binding decisions in situations where the Livestock Commissioner feels there is insufficient evidence to conclude that wolves were responsible for any claim.

Access

Freedom of Information Administrator
3rd Floor, 801 Bay Street
Toronto, Ontario
M7A 2B2
Telephone: (416) 965-1816

A public reading room for the review of manuals and other information is open during regular office hours on the third floor at 801 Bay Street, Toronto.

Algonquin Forestry Authority

Head

Chairman of the Board
222 Main Street
Huntsville, Ontario
P0A 1K0
Telephone: (705) 789-9647

Mandate

The authority is responsible for integrated forest management within Algonquin Park, including harvesting, production, tree marking, scaling, silvicultural projects and the maintenance of multi-use roads. All activities are carried out in harmony with other park uses and in a way that protects park values.

Organization

The authority's head office is in Huntsville with a branch office in Pembroke.

General Classes or Types of Records

The authority maintains files dealing with forestry in Algonquin Park.

Aerial Photographs of Algonquin Park
Annual Cut Surveys of Areas Harvested
Annual Plans of Forest Operations
Five-Year Operating Plans
Maps (various scales, covering topography and forest conditions)
Silvicultural Records (covering tree planting and tree marking)
Twenty-Year Forest Management Plan

Access

Freedom of Information Coordinator
Algonquin Forestry Authority
P.O. Box 1198
222 Main Street
Huntsville, Ontario
P0A 1K0
Telephone: (705) 789-9647

A public reading room for the review of manuals and other information is open during regular office hours at 222 Main Street, Huntsville.

Ministry of the Attorney General

Head

Attorney General
18th Floor, 18 King Street East
Toronto, Ontario
M5C 1C5
Telephone: (416) 965-1664

Mandate

The ministry is responsible for the administration of justice in Ontario. It conducts and regulates all civil litigation and criminal prosecutions for and against the Crown; ensures the effective operation of the courts across the province; advises heads of departments and agencies of government in their legal matters; and advises the government and attends to all matters of a legislative nature.

Organization

There are two commissions and four boards that report directly to the Attorney General, and six divisions and 24 branches that report to the Deputy Attorney General. Staff in 335 office locations perform the administrative functions for 575 court and judicial offices. Court Offices and Crown Attorney Offices are located throughout Ontario. Refer to the blue pages of the public telephone directory for addresses.

Divisions

Civil Law Division

The division provides legal advice and legal services to all ministries of government and some agencies, boards and commissions in the area of civil litigation; advises on constitutional questions; provides legal opinions to specific inquiries from ministries and other governmental bodies; appears in court on behalf of the government; operates the Reciprocal Enforcement of Maintenance Orders Office; responds to inquiries concerning statutes administered by the ministry; represents children and mentally incompetent persons in court proceedings; manages estates of mentally incompetent persons; administers estates of persons who die intestate and without next-of-kin; and reviews the operations of charities. The division comprises: Crown Law Office-Civil; Constitutional Law; Legal Services Branch; Official Guardian Branch; and Public Trustee.

General Classes or Types of Records

Contain information on litigation and legal advisory services, administration of estates of mentally incompetent persons, representation of minors, and retention of private-sector legal counsel.

Charities Section (Public Trustee)
Conflict of Interest
Corporations Section (Public Trustee)
Crown Section (Public Trustee)
Federal-Provincial Conference Materials
General Representation (Public Trustee)
Legal Opinions
Legislation and Policy Development (Official Guardian)
Litigation Files
Patients Section (Public Trustee)
Retention of Lawyers from the Private Sector
Revenue and Payments to Agents (Official Guardian)

Manuals

Issued to Crown Law Office-Civil staff to provide direction on branch practices.

Crown Law Office-Civil – Procedures

Communications Division

The branch is responsible for public education and media relations activities in the ministry. It establishes communications policy for the ministry and advises branches on communications problems; provides communications support to the minister and deputy minister; writes and distributes all ministry news releases and speeches; coordinates the research, writing, design, printing and distribution of all public-information materials including films, brochures, pamphlets and promotional items; and responds to public inquiries.

General Classes or Types of Records

Contain the general administrative records as described in the introduction to this directory.

Courts Administration Division

The division provides administrative services to the Supreme Court of Ontario, district courts, and the provincial courts (Criminal, Family, and Civil divisions) in support of the administration of justice in Ontario; provides administrative support services to the judiciary; ensures the availability of interpreters and translations; oversees accommodation planning for the court; provides court reporting services and court security; facilitates the interaction of the legal profession and the public with the courts; and enforces support and custody orders.

General Classes or Types of Records

Contain information on the operations and support to all courts.

Court Reporting Services
Support and Custody Matters in Other Jurisdictions –
Research Material

Manuals

Issued to the court staff to provide direction and guidance on ministry policy and practices and on applicable procedures and standards.

Court Procedures
Director's Procedures
General Directives
Local Registrar's Criminal Procedures
Provincial Court (Family Division) Office Standards
Provincial Court Offices – Office Manual Criminal Division
Court and Provincial Offence Court
Provincial Courts – Young Offenders Act
Salaried Court Operations
Sheriff and Local Registrar – Policy Directives
Sheriffs' and Registrars' Procedures
Training Manual for Freelance Interpreters
Training Manual for Freelance Reporters

Criminal Law Division

The division is responsible for all criminal prosecutions. It provides legal advice to the Attorney General and the Deputy Attorney General in all criminal law matters; conducts prosecutions under the Criminal Code, federal and provincial statutes; prepares and argues all criminal appeals on indictable offences in the province; oversees private summary conviction prosecutions and intervenes in the interests of the community when required; and supervises and coordinates the activities of the Crown Attorneys in Ontario's 49 judicial districts. The division consists of the Crown Law Office-Criminal, and the Crown Attorneys Branches.

General Classes or Types of Records

Contain information on the administration of criminal justice.

Bail Estreat
Dockets
Inquest and Coroners' Investigations
Prosecutions
Provincial Offences Act – Implementation
Search Warrants

Manuals

Issued to counsel to provide direction and guidance on ministry policy, practices, and procedures

Directives to Crown Attorneys/Crown Counsel
Prosecutor's Handbook

Drinking and Driving Countermeasures Branch

The branch promotes and coordinates efforts to reduce the incidence of impaired driving; encourages the development of long-term, community-based committees for the prevention of drinking and driving; acts as a liaison for citizens and organizations concerned about drinking and driving; coordinates the efforts of various government ministries concerned with developing and implementing drinking and driving countermeasures; and initiates and coordinates the review of policy related to drinking and driving.

General Classes or Types of Records

Contain information on subject areas, associations, community groups and other jurisdictions directly and indirectly involved in effecting drinking and driving countermeasures and includes correspondence, reports, newspaper clippings, speeches, statements and memoranda.

Associations
Community Groups
Other Jurisdictions

French Language Services

The group coordinates the provision of French-language services in the ministry; operates a French-language information service for the ministry; monitors the application of initiatives; and advises the Attorney General and senior ministry officials on policy initiatives.

General Classes or Types of Records

Contain correspondence and documentation concerning policies and procedures for the implementation of bilingualism in the ministry.

Federal-Provincial Agreements
Legal Opinions
Translations

Legislative Counsel

Legislative Counsel provides advice, assistance and a complete service for drafting legislation and regulations for ministers of the Crown, government agencies, members of provincial parliament, and petitioners for private bills; prepares annual statute books; files and publishes Ontario regulations; and translates and publishes selected statutes and regulations in French.

General Classes or Types of Records

Contain copies of bills, new legislation, amended legislation, regulations, and translations of statutes and regulations.

Bills (government and private members)
Regulations
Translations

Policy Development Division

The division provides research and analysis support on all aspects of the administration of justice in Ontario; reviews statutes administered by the ministry; develops the ministry's legislative program; advises the Attorney General and Deputy Attorney General during the legislative progress of bills; and represents the ministry on committees and task forces on human rights, race relations and the legislative responsibilities of the ministry.

General Classes or Types of Records

Contain records of proposals for legislation concerning statutes administered by the ministry, research and reference materials on human rights, race relations and legal aid.

Human Rights
Legal Aid
Native Issues
Ontario Human Rights Commission
Provincial Offences
Research

Programmes and Administration Division

The division provides common administrative services to support ministry programs in the areas of financial management and reporting, program analysis and evaluation, auditing, personnel services, affirmative action, information and computer systems, purchasing, records and forms management, research, the legal library, and transfer payments including the Ontario Legal Aid Plan and the Ontario Native Courtworker Program. The division comprises: Accountant of the Supreme Court of Ontario; Administrative Services; Affirmative Action/Employment Equity Program; Audit Services Branch; Computer and Telecommunications Services Branch; Financial Management and Programme Planning Branch; Freedom of Information Office; Human Resources Branch; and the Law Library.

General Classes or Types of Records

Contain information on general administrative and financial matters, personnel policies and procedures, EDP and systems, original research and affirmative action.

Acquisitions of Books and Subscriptions
Audit Projects
Crown Attorney's Office – Libraries
Federal-Provincial Agreements
Fees (rates of remuneration)
Public Institutions Inspection Panels – Reports
Research Files (by project)
Royal Commissions and Judicial Inquiries

Manuals

Issued to line managers and staff as appropriate to provide direction and guidance on administrative matters and ministry policy.

Audit Branch Manual
Manual of Administration (Ministry of the Attorney General)
Performance Management Guide
Personal Harassment Policy
Private Practice of Law

Affiliated Agencies

Advisory Committee of Public Trustee on Investments

The committee supervises investments and other property dealings of the Public Trustee and makes suggestions and recommendations concerning the management and conduct of the Office of the Public Trustee. It reports annually on its performance to the Lieutenant Governor in Council.

General Classes or Types of Records

Contain the general administration records as described in the introduction to this directory.

Assessment Review Board

The board processes and schedules hearings for complaints and appeals against assessments, appeals against school support, and for the certification of the last revised assessment roll of each municipality in Ontario. It accepts appeals from decisions for transmittal to the Ontario Municipal Board.

General Classes or Types of Records

Contain the general administration records as described in the introduction to this directory.

Board of Negotiation

The board is an informal tribunal for property owners and expropriating authorities. It may act as a mediator to negotiate settlements when real property is expropriated and no agreement has been reached on compensation for the expropriation.

General Classes or Types of Records

Contain the general administration records as described in the introduction to this directory.

Criminal Injuries Compensation Board

The board is responsible for providing compensation to eligible applicants when injury or death occurs as a result of an unprovoked act of criminal violence. It administers the Compensation for the Victims of Crime Act. Hearings are held in Toronto and in other centres across the province at various times throughout the year.

General Classes or Types of Records

Contain information on the policies and operation of the board.

Board Orders Compendium
Cheque Production
Monthly Revenue Statements
Notices of Appeal
Subrogation Records

Manuals

Issued to provide guidelines on the policies of Criminal Injuries Compensation Board and on general administrative matters as stated by the ministry.

Criminal Injuries Compensation Board – Policy

Finance Committee for the Investment of Court Funds

The committee has three members appointed by the Lieutenant Governor in Council. The committee controls and manages the funds of the Supreme Court of Ontario and the securities in which they are invested.

General Classes or Types of Records

Contain the general administrative records as described in the introduction to this directory.

Office of the Public Complaints Commissioner

The office receives, records and investigates complaints from the public about police officers on the Metropolitan Toronto Police Force, and monitors and reviews the completed investigations and the decisions concerning discipline taken by the force. It may recommend changes in police practices and procedures and law. In the public interest, it can order that an independent civilian board of inquiry hold a public hearing into a case.

General Classes or Types of Records

Contain decisions of boards of inquiry, legal research on the investigation of complaints, and cases when a complainant declines to file a formal complaint.

Boards of Inquiry Decisions
Jurisdictional/Non-Jurisdictional Records of Contact
Legal Research

Ontario Law Reform Commission

The commission is responsible for reviewing the laws of Ontario, investigating matters relating to law reform, the administration of justice, and judicial and quasi-judicial

procedures, and conducting legal research. It submits recommendations for changes in the law to the Attorney General.

General Classes or Types of Records

Contain research papers, briefs and submissions, correspondence and documents used in preparing draft reports and bills for commission projects. Also contain draft reports and final reports as presented to the Attorney General.

Commission Projects

Ontario Municipal Board

The board hears applications and appeals concerning municipal and planning matters (zoning bylaws, subdivision plans, official plans, consents and minor variances under the Planning Act), assessment appeals under the Assessment Act, land-compensation matters under the Expropriations Act, and matters concerning municipal capital expenditures and debentures under the Municipal Act. The Ontario Municipal Board is an independent administrative tribunal.

General Classes or Types of Records

Contain information on applications to the board, decisions rendered, and administration.

Calendar Information
Case Files and Hearings Exhibits
Case Records Card Index and Applications Log Book
Decisions
Municipal Debt Control

Manuals

Provide guidance on the processing of applications.

Applications under the Municipal Act
Assessments
Drainage Act
Hearings
Local Improvement Act
Ministry of Environment Projects
School Boards and Conservation Authorities

Statutory Powers Procedure Rules Committee

The committee reviews the practices and procedures of administrative tribunals. It ensures that these bodies comply with the Statutory Powers Procedure Act and fair and proper administrative procedures.

General Classes or Types of Records

Contain recommendations regarding rules of procedure.

Consultations

Access

Information and Privacy Coordinator
Ministry of the Attorney General
14th Floor, 18 King Street East
Toronto, Ontario
M5C 1C5
Telephone: (416) 965-4836

A public reading room for the review of manuals and other information is open during regular office hours at 18 King Street East, Toronto.

Cabinet Office

Head

Premier
Room 281, Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
Telephone: (416) 965-1941

Mandate

Cabinet Office provides policy and administrative support for the Office of the Premier and the Cabinet (Executive Council), the official body that exercises the executive power of the Ontario Government. The office performs a coordinating function for the ministries, and comprises the Policy and Priorities Support Group to the Policy and Priorities Board, and the Cabinet committees on Justice, Economic Policy, Social Policy, Legislation, Emergency Planning, Native Affairs, Regulations, Race Relations, and Northern Development. It has the power to strike other committees as required. Cabinet Office provides policy and administrative support and controls the office records for the Minister Responsible for Francophone Affairs. The Cabinet Office also provides policy and administrative support to the Government House Leader's office, and maintains and controls the government records of this office.

Organization

Cabinet Office comprises three divisions: Cabinet Operations; Policy and Priorities Support Group; and Office of the Associate Secretary of Cabinet for Executive Resources.

Divisions

Cabinet Operations

Cabinet Operations provides operational support for the activities of Cabinet, its committees and Cabinet Office. Responsibilities include administration, overall responsibility for finance and personnel issues, coordination of the administrative functions of the Cabinet committees and ministries, administration of the process and procedures for Orders in Council, regulations, petitions to Cabinet and Cabinet documents, liaison with the Office of the Lieutenant Governor, and response to public correspondence and public inquiries. Cabinet Office also provides support services to the Office of the Premier in areas such as public correspondence and public-sector appointments.

General Classes or Types of Records

Contain general administration records of Cabinet Office and Office of the Premier. The Ministry of Treasury and

Economics maintains and administers the general finance and personnel records of Cabinet Office as described in the introduction to this directory.

Cabinet Agendas, Minutes and Submissions
Order Paper Questions
Orders in Council
Public Correspondence

Policy and Priorities Support Group

The group provides policy advice and administrative support for Cabinet committees; handles policy issues, the annual allocation process, cross-sectoral items, and medium- and long-range planning; and liaises with and provides advice to the Premier, Cabinet committee chairs, and ministries. The group comprises four policy areas: Justice (including Race Relations, Native Affairs and Emergency Planning); Economic Policy (including Northern Development); Social Policy; and a group serving the Policy and Priorities Board.

General Classes or Types of Records

Contain information relating to Cabinet committee meetings, and the coordination of cross-ministry policy issues.

Cabinet Committee Agendas, Reports, Briefing Notes
Cabinet Submissions – Comments
Correspondence
Government Allocations
Speech from the Throne

Manuals

Issued to government staff and staff of Cabinet Office as required.

Cabinet Committee on Economic Policy
Cabinet Committee on Northern Development
Guidelines for Preparing Cabinet Submissions

Office of the Associate Secretary of Cabinet for Executive Resources

The office provides support to the Premier's Advisory Committee on Executive Resources, the Executive Development Committee, deputy ministers and senior managers. It is responsible for the development and succession of senior management staff, executive compensation, and corporate organizational effectiveness.

General Classes or Types of Records

Contain information relating to the administration of the office.

Correspondence with Premier's Advisory Committee
Deputy Ministers – Compensation
Executive Development Committee on Executive Resources

Affiliated Agencies

Premier's Advisory Committee on Executive Resources

The committee advises the Premier on the appropriate level and structure of compensation for deputy ministers, and on strategies for the effective acquisition, retention and motivation of senior executives in the government; reviews the government's executive-development program; and recommends a compensation schedule for chief executives of agencies, boards and commissions.

General Classes or Types of Records

Contain information on the activities of the committee.

Committee Meeting Agendas and Minutes
Committee Reports to the Premier

Access

Coordinator
Freedom of Information
Cabinet Office
Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
Telephone: (416) 965-1945

A public reading room for the review of manuals and other information is open during regular office hours in room 381 of the Legislative Building, Queen's Park, Toronto.

Office of the Premier

Head

Premier
Room 281, Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
Telephone: (416) 965-1941

Mandate

The Office of the Premier provides staff support for the Premier of Ontario in his roles as head of the Executive Council and head of the Ontario Government and his party.

Organization

The Office of the Premier comprises: Premier's Personal Office; Office of the Principal Secretary; and Office of the Executive Director.

Divisions

Premier's Personal Office

The office provides support to the Premier in daily scheduling, correspondence, and constituency-related matters.

Office of the Principal Secretary

The office provides policy, legislative, and communications support to the Office of the Premier.

Office of the Executive Director

The office provides administrative support and community liaison services to the Office of the Premier, coordinates public engagements, and appointments to government agencies, boards and commissions made by Orders in Council.

General Classes or Types of Records

Cabinet Office maintains information on appointments made by Orders in Council and on the Premier's public correspondence. The Ministry of Treasury and Economics, and Cabinet Office maintain general administrative and financial records relating to the Office of the Premier as described in the introduction to this directory.

Access

Coordinator
Freedom of Information
Cabinet Office
Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
Telephone: (416) 965-1945

A public reading room for the review of manuals and other information is open during regular office hours in room 381 of the Legislative Building, Queen's Park, Toronto.

Ministry of Citizenship

Head

Minister of Citizenship
10th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 965-0615

Mandate

This ministry was announced on September 29, 1987. It will retain responsibility for a number of programs formerly administered by the Ministry of Citizenship and Culture. The ministry will also assume responsibility for Race Relations and the Ontario Human Rights Commission.

Organization

The ministry comprises one division, three branches, and two agencies. Ministry programs are administered and the public served directly by a head office in Toronto, 28 field offices and the agencies. Administrative and operational support services including communications and marketing, and French-language services are provided by the Ministry of Culture and Communications which also maintains the records.

Divisions

Multiculturalism and Citizenship Division

Responsible for programs and policies which promote participation in the economic, political and social life of the province and which foster cultural retention and sharing among multicultural communities. Division comprises: Citizenship Development Branch; Policy Services Branch; and Native Community Branch.

General Classes or Types of Records

Contain information that supports cultural heritage preservation initiatives, relates to the social, cultural and economic development of the Native community in Ontario, and documents efforts to improve access by newcomers to government programs and to aid their integration both socially and culturally. All branches have general administrative records as described in the introduction to this directory.

Citizenship Development Grants Program
Consultation Service – Client Groups and Local Government
Cross Tabulation of Census Variables
Ethnocultural Data Office
Facility Improvement Program Grants

Informational, Language Training and Orientation
Multicultural Service Program Grant
Multicultural Support, Leadership Development and Volunteerism Programs
Native Community Branch Grants Analysis Database, Community Grants
Native Program Administration and Special Services Program
Newcomer Services Grant, Policy Planning and Support Programs
Newcomer Services Publications
Ontario Native Economic Support Program
Ontario Welcome House Nursery School and English as a Second Language (ESL) Administration and Settlement Services
Volunteer Service and Outstanding Achievement (nominations and awards)
Young Leaders Tomorrow Program

Manuals

Issued to all Native Community Branch consultants, managers and grants unit personnel to provide direction on the branch base grants and to outline policies and procedures.

Native Community Branch Manual

Affiliated Agencies

Ontario Advisory Council on Multiculturalism and Citizenship

Advises the government of Ontario on those matters within the authority of the government which pertain to multiculturalism and citizenship development.

General Classes or Types of Records

Contain information relating to the council's advice to the government of Ontario on matters relating to multiculturalism and citizenship policy, the promotion of the concept of multiculturalism, and general administration.

Advisory Services/Liaison
Council Committees and Sub-Committees
Policy Reference
Studies, Reports and Surveys

Manuals

Staff procedural manual is produced.

Ontario Human Rights Commission

Administers the Ontario Human Rights Code and formulates policies on all issues affecting human rights in the province. The commission implements programs of compliance, conciliation and race relations with employers, unions, landlords, suppliers of services, goods and facilities, trade or occupational associations, and self-governing professions. Conducts public education on the provisions and principles of the code.

General Classes or Types of Records

Contain information on procedures and programs.

Case Files
Case Review Meetings
Discriminatory Advertising Exemptions
Human Rights Commission Meetings
Projects and Resources
Public Education, Planning and Review
Research and Surveys

Access

Freedom of Information Coordinator
Ministry of Citizenship
Library/Resource Centre
9th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 965-3012

A public reading room for the review of manuals and other information is open from 10:00 a.m. until 4:00 p.m., Monday to Friday in the Library/Resource Centre on the ninth floor at 77 Bloor Street West, Toronto.

Ministry of Colleges and Universities

Head

Minister of Colleges and Universities
13th Floor, 101 Bloor Street West
Toronto, Ontario
M5S 1P7
Telephone: (416) 965-8282

Mandate

The ministry is responsible for the development, coordination and administration of policies related to the universities, Ryerson Polytechnical Institute, the Ontario College of Art, and the colleges of applied arts and technology. It provides capital and operating grants to these institutions and financial assistance to students attending post-secondary institutions.

Organization

The ministry comprises two major divisions: Universities and Research Support Division and Colleges and Student Support Division. The Corporate Planning and Services, Communications, and Franco-Ontarian Affairs units report to the deputy minister's office. The Ministry of Education provides administration services and legal services are shared with the Ministry of Skills Development.

Divisions

Deputy Minister's Office

The following units report to the deputy minister's office: Corporate Planning and Services which provides policy, planning and information support for corporate policy-making and coordinates the provision of financial and administrative services; Communications which advises on communication plans and strategies; and Franco-Ontarian Affairs which advises on policies regarding post-secondary education programs and services in the French language.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Universities and Research Support Division

Administers provincial grants to Ontario universities; implements policy decisions related to universities, including matters pertaining to research; acts as liaison with the

Ontario Council on University Affairs; coordinates and develops policies concerning international activities in post-secondary institutions; coordinates health sciences education programs in colleges, universities and other institutions; and evaluates and establishes requirements for teacher training programs in Ontario universities.

General Classes or Types of Records

Contain information on universities and university-related institutions, and concerning admissions, programs, services for handicapped students, Native students and faculty.

Advisory Boards
Capital Grants Policy and Administration
Degree Granting Policy
Enrolment Statistics
Formula Operating Grants Policy and Administration
Health Services Programs Policy and Administration
Legislation and Legislative Acts – Teacher Certification
Ontario Teacher's Certificate Courses and Additional Qualifications

Manuals

Issued to govern the distribution of the Ontario Government's operating grants to universities and university-related institutions.

Ontario Operating Formula Manual

Colleges and Student Support Division

Ensures the efficient and effective delivery of training programs in the colleges of applied arts and technology; is responsible for overall planning and policies for colleges; distributes operating and capital grants to the colleges; regulates private vocational schools; and provides financial assistance to eligible students studying at post-secondary institutions.

General Classes or Types of Records

Contain information on the administration, operation and financing of colleges and private vocational schools, and on the general operations of the division's programs by college.

Academic Collective Agreement, Distribution Data of Staff,
Level of Qualification, Salaries, Allowances
Affirmative Action/Employment Equity Reports by Abella
Categories, by College and for System
Collective Bargaining Records
College Annual Reports
College Financial Statements
College Reports on Operational Reviews
College Terms and Conditions of Employment for
Administrative Staff
Enrolment and Student Statistics
Francophone Services in Colleges
Index of Arbitration Awards
Operating and Capital Grants
Pay Practice Reports

Private Vocational Schools Administration, Investigation and Enforcement
Support Collective Agreement, Distribution Data of Staff, Salaries, Classification, Hours of Work

Manuals

Issued to ministry and/or college staff to assist in the administration of colleges, reporting of college information, calculating of operational and capital grants to colleges, and administration of student award programs.

Academic Classification Plans
Annual Numbered Memoranda
Arbitration Processing
Benefits Administration
Calculations of Annual Operating Grants
Capital Requirements Guidelines
College Annual Report Guidelines
College Operations – Computer Information Manuals
College Support Staff Job Evaluation Manual
French-Language Project Guidelines
Guidelines for Reporting Enrolment for Funding Purposes
Hay Benchmark Manual
Hay Guidelines
Joint Educational Qualifications Subcommittee
Ontario Graduate Scholarship
Ontario Student Assistance Program – Policies and Procedures
Summer Language Bursary Program

Affiliated Agencies

Academic Advisory Committee

Advises the Ontario Council on University Affairs on the funding of new graduate and professional programs offered by the universities.

General Classes or Types of Records

This agency maintains no records.

College Relations Commission

Monitors the bargaining process between the Ontario Council of Regents for Colleges of Applied Arts and Technology and the Ontario Public Service Employees Union (OPSEU).

General Classes or Types of Records

Contain information related to collective bargaining.

Ontario Council of Regents for Colleges of Applied Arts and Technology

Advises the Minister of Colleges and Universities on matters related to the college system; responsible for negotiations on behalf of colleges regarding collective agreements with

academic and support staff; and appoints boards of governors for the colleges.

General Classes or Types of Records

Contain information of a general nature about the college system.

Collective Bargaining
Recommendations to Minister

Ontario Council on University Affairs

The council advises the Minister of Colleges and Universities and the Lieutenant Governor in Council on matters pertaining to the university system, including the allocation of funds, graduate and professional program approvals, and the Ontario Graduate Scholarship Fund. The Council is composed of a full-time chairman and 19 part-time members.

General Classes or Types of Records

Contain information relating to the council's advisory activities.

Minutes of Meetings
Submissions to the Minister

Ontario Graduate Scholarship Selection Board

Provides advice and recommendations to the Minister of Colleges and Universities concerning the policies and administration of the Ontario Graduate Scholarship program and selects successful candidates for funding under the program.

General Classes or Types of Records

This agency maintains no records.

Ontario Student Assistance Appeal Board

Advises the Minister of Colleges and Universities on financial assistance given applicants to the Ontario Student Assistance Program.

General Classes or Types of Records

This agency maintains no records.

Private Vocational School Review Board

Conducts hearings under the Private Vocational Schools Act, as required, concerning the granting, renewal, revocation or suspension of school registrations.

General Classes or Types of Records

Contain information on board hearings.

University Research Incentive Fund Selection Committee

Makes recommendations to the Minister of Colleges and Universities concerning the awarding of research grants.

General Classes or Types of Records

Contain information related to the development of recommendations.

Access

Information and Privacy Coordinator
Corporate Planning and Services
Ministry of Colleges and Universities
11th Floor, 790 Bay Street
Toronto, Ontario
M5G 1N8
Telephone: (416) 963-1443

A public reading room for the review of manuals and other information is open during regular office hours on the thirteenth floor of the Mowat Block, 900 Bay Street, Toronto.

Ministry of Community and Social Services

Head

Minister of Community and Social Services
6th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1E9
Telephone: (416) 965-2341

Mandate

The ministry provides temporary and long-term help for Ontarians with special needs. Programs and services, including financial assistance, residential care and professional counselling, are available to adults, children, families, and the physically and developmentally handicapped. These services are provided by directly operated programs and through a system of transfer payments to independent agencies.

Organization

The ministry is organized into five divisions, each headed by an assistant deputy minister. In addition, there are two independent branches reporting to the deputy minister, and a Legal Services Branch. The main office is in Toronto and there are four regional administration offices. The public is served directly through area offices, community offices, and institutional facilities. Refer to the list at the end of this chapter for addresses.

Divisions

Community Services Division

The division is responsible for consolidation and coordination of ministry services and programs in the community. Comprises three branches: Children's Services; Elderly Services; and Services for the Disabled.

General Classes or Types of Records

Contain information on policies, administration, and projects related to service delivery (e.g., service needs, program design, and implementation issues concerning services for the disabled, children, Natives and the elderly).

Family Services and Income Maintenance Division

The division is responsible for programs to assist families and individuals in financial need, child care (day care)

programs, and employment initiatives. Comprises three branches: Income Maintenance; Child Care; and Family Support.

General Classes or Types of Records

Contain information on policies, administration, and projects related to service delivery.

Emergency Shelter and Assistance Program Data
Employment Opportunities Program (records and statistics)
Legal Aid Assessment Staff Cost
Work Activity Program

Finance and Administration Division

The division is responsible for corporate financial, personnel, affirmative action, audit functions, and administrative support for the ministry. Comprises five branches: Financial Planning and Corporate Analysis; Capital and Administrative Services; Accounts; Human Resources; and Comprehensive Audit and Review.

General Classes or Types of Records

Contain information on policies and procedures concerning personnel and financial matters, administrative reviews and audits.

Audit and Operational Review
Capital Commitments and Projection Information System
Capital Grants (construction, acquisition and renovation of provincially subsidized facilities)
Cheque Replacement Monitoring System
Federal-Provincial Cost-Sharing
Youth Employment Program – Administration

Manuals

Issued to ministry staff responsible for personnel, financial, and administrative matters.

Capital Projects
Cost-Sharing
Financial Administration
Standard Agreements Manual

Information Systems and Applied Technology Division

The division is responsible for technology planning, support and training, information systems development and management, and support for local computer and telecommunications needs. Comprises three branches: Strategic Systems Development; Technology Support; and Program Technology.

General Classes or Types of Records

Contain information on projects, computer systems, computer programs, records management, and the security of automated records.

- Adoption Statistics
- Agency Correspondence
- Child Advocacy Information System – Facility Statistics
- Children in Adult Psychiatric Facilities – Statistics
- Children's Aid Society – Quarterly Reports
- Credit Counselling Services – Statistics
- Day Nurseries Information System
- Developmentally Handicapped – Database System for Programs
- Developmentally Handicapped – Work Activity System
- Elderly Services – Inventory of Adults Social-Service Programs
- Elderly Services – Management, Operational, and Planning Support System
- Elderly Services – Nurses and Homemakers Systems
- Employment Opportunities Program – Expenditure Monitoring (agencies)
- Family Violence Prevention – Budgets/Expenditures
- Group Homes Registry
- Homes for the Aged – Annual Statistical Reports
- Private Home Day Care Statistics

Operations Division

The division is responsible for the delivery of all ministry programs. Comprises: the Operational Coordination Branch; the regional, area and community offices and directly operated facilities. The Operational Coordination Branch is responsible for strategic management, agency support and program coordination for the division, and includes the Chaplaincy and French Language Services offices. Service delivery is managed through regional directors and area managers. Ministry facilities serve clients directly.

General Classes or Types of Records

Contain information on the delivery of services by ministry offices and by funded independent agencies and municipalities.

Operational Coordination Branch:

- Child Abuse Prevention – Grants and Training Programs
- French Language Services
- Program Management – Support Data

Regional Offices:

Program Planning and Support Information

Area Offices:

- Family Benefits Assistance
- Family Benefits Cheque Replacement
- Field Workers' Weekly Reports
- General Welfare Assistance
- Licensing – Children's Programs/Agencies
- Municipal Chargebacks
- Municipal Purchase of Counselling
- Transfer-Payment Agencies (project funding proposals, budget approvals, subsidy claims)
- Transfer-Payment Programs Administration – Adult Social Services
- Transfer-Payment Programs Administration – Children's Services

- Transfer-Payment Programs Administration – Developmental Services (adults and children)
- Vocational Rehabilitation Services Programs – Financial Data
- Young Offenders' Act (monthly payment statistics, custody information, record of placements, types of orders, facility development)

Directly Operated Facilities:

- Controlled-Drug Inventory
- Finance and Accounting
- Institution Maintenance and Inspection
- Institution Search for Contraband Drugs/Goods
- Maintenance, Financial, and Control Records of Custody Facilities
- Operating Statements
- Quality Assurance
- Sanitation Statistical Reports
- Statistics on Movement of Clients Within Each Facility

Manuals

Issued to staff responsible for direct interaction with Ministry clients and agencies to provide detailed procedures and guidelines for the administration of ministry programs.

Adoption

- Case Information Disclosure
- Children in Care of Children's Aid Societies and Probation Services
- Children's Aid Societies Service Plan (budget policies and procedures)
- Children's Residential Group Care – Licensing
- Claims Examination Procedures – Family Benefits
- Credit Counselling
- Custody (Care and Supervision of Young Persons in Places of Custody)
- Day Nurseries
- Detention (Operation of a Detention Home Program)
- Developmentally Handicapped – Residential Services
- Family Benefits (vols. 1 and 2)
- Family Benefits – Integrated Records
- Family Benefits Program – Eligibility Review
- Family Services
- Foster Care Licensing
- General Welfare Assistance – Guidelines (remote northern districts)
- General Welfare Assistance – Legal Aid Test
- General Welfare Assistance – Policy Guidelines
- Income Maintenance Officer's Training
- Legal Aid Assessment
- Parental Support Workers Operating Guidelines
- Private Home Daycare
- Probation (Care and Supervision of Young Persons in Ministry Youth Corrections Programs)
- Purchase of Counselling Services
- Residential Services – Senior Citizens
- Resources Curriculum for Supervisors of Income Maintenance
- Special Needs and Services
- Special Services At Home
- Support Services for the Physically Disabled
- Vocational Rehabilitation

Communications Group

The branch informs the public, client groups, media and ministry staff about ministry programs and services; consults with staff on communications planning, media liaison and training; answers public inquiries; and produces publications, news releases and audio-visual materials. Provides senior staff with news information, briefing notes, media monitoring and speech editing services; and coordinates correspondence.

General Classes or Types of Records

Contain information concerning internal and external communications functions. Also contain general administrative records as described in the introduction to this directory.

Legal Services Branch

The branch provides legal services to the minister, deputy minister, and ministry staff; represents the ministry before courts and administrative tribunals; provides legal opinions; and prepares draft legislation, regulations, Orders in Council, agreements and other legal documents.

General Classes or Types of Records

Contain information on legislation concerning the ministry and on advice provided to program and support branches.

Federal-Provincial Cost-Sharing Agreements
Ministerial Approval of Corporations and Institutions
Ministry Program Agreements

Strategic Planning and Intergovernmental Relations Group

The branch provides coordination and impetus to the strategic planning process in the ministry; ensures that strategic direction is communicated and strategic plans are developed; carries out research and program evaluation for the ministry; and reviews cost-sharing and other intergovernmental arrangements to ensure that these are conducive to the appropriate provision of services.

General Classes or Types of Records

Contain information on the ministry's strategic planning process and federal-provincial and provincial-municipal arrangements.

Research and Program Evaluation Studies – Annual Inventory
Research Projects
Vocational Rehabilitation of Disabled Persons – Cost-Sharing

Affiliated Agencies

Child and Family Services Review Board

The board hears appeals of decisions made under the Child and Family Services Act and the Day Nurseries Act, including recommendations concerning licensing, adoption placements, placement recommendations made by Residential Placement Advisory Committees, and decisions concerning access to confidential records.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in the introduction to this directory.

Custody Review Board

The board reviews placements and may hold hearings at the request of young persons in custody. The board has assumed the functions of the Training Schools Advisory Board and operates jointly with the Ministry of Correctional Services. Board members are appointed by Order in Council.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in the introduction to this directory.

Medical Advisory Board

The board is responsible for reviewing applications for family benefits assistance from a medical point of view. Recommendations are made by local doctors (medical adjudicators) consulting with area offices.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in the introduction to this directory.

Social Assistance Review Board (SARB)

The board rules on clients' appeals to eligibility decisions made by provincial and municipal governments concerning family benefits assistance, general welfare assistance and vocational rehabilitation services. The board operates independently of provincial and municipal social service departments.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in the introduction to this directory.

Soldiers' Aid Commission

The commission provides emergency assistance to eligible war veterans and their dependants, and administers trust funds from bequests.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in the introduction to this directory.

Access

Freedom of Information Coordinator
Finance and Administration Division
6th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1E9
Telephone: (416) 965-4914

A public reading room for review of the manuals and other information is open during regular office hours on the fifth floor at 880 Bay Street, Toronto.

Regional Offices – Contact the Regional Director

Central Regional Office
10th Floor, 2195 Yonge Street
Toronto, Ontario
M7A 1G2
Telephone: (416) 963-1010

North Regional Office
2nd Floor, 473 Queen Street East
Sault Ste Marie, Ontario
P6A 1Z5
Telephone: (705) 949-8052

Southeast Regional Office
336 Alfred Street
Kingston, Ontario
K7L 3S5
Telephone: (613) 548-6761

Southwest Regional Office
5th Floor, 195 Dufferin Avenue
London, Ontario
N6A 1K7
Telephone: (519) 438-8344

Area Offices – Contact the Area Manager

Barrie Area Office
P.O. Box 910, 34 Simcoe Street
Barrie, Ontario
L4M 1A1
Telephone: (705) 737-1311

Hamilton Area Office
P.O. Box 2112
6th Floor, 119 King Street West
Hamilton, Ontario
L8N 3Z9
Telephone: (416) 521-7290

Kingston Area Office
Suite 103, 1055 Princess Street
Kingston, Ontario
K7L 5T3
Telephone: (613) 545-0539

London Area Office
6th Floor, 495 Richmond Street
London, Ontario
N6A 5A9
Telephone: (519) 438-5111

Mississauga Area Office
2nd Floor, 90 Dundas Street West
Mississauga, Ontario
L5B 2T5
Telephone: (416) 276-7670

North Bay Area Office
Suite 406, 222 McIntyre Street West
North Bay, Ontario
P1B 2Y8
Telephone: (705) 474-4452

Ottawa Area Office
7th Floor, 10 Rideau Street
Ottawa, Ontario
K1N 9J1
Telephone: (613) 234-1188

Peterborough Area Office
60 Hunter Street East
Peterborough, Ontario
K9H 1G5
Telephone: (705) 743-1624

Sudbury Area Office
Suite 1
8th Floor, 111 Larch Street
Sudbury, Ontario
P3E 4T5
Telephone: (705) 675-4515

Thunder Bay Area Office
3rd Floor, 710 Victoria Avenue
Thunder Bay, Ontario
P7C 5P7
Telephone: (807) 475-1345

Toronto Area Office
9th Floor,
2195 Yonge Street
Toronto, Ontario
M7A 1G1
Telephone: (416) 965-1433

Waterloo Area Office
5th Floor, Waterloo Square
75 King Street South
Waterloo, Ontario
N2J 1P2
Telephone: (519) 886-4700

Windsor Area Office
1st Floor, Ontario Government Building
250 Windsor Avenue
Windsor, Ontario
N9A 6V9
Telephone: (519) 254-1651

Directly Operated Facilities

Regional Centre for Children and Adolescents – Contact the Administrator

Thistletown Regional Centre
51 Panorama Court
Rexdale, Ontario
M9V 4L8
Telephone: (416) 741-1210

Syl Apps Campus
P.O. Box 356, 475 Iroquois Shore Road
Oakville, Ontario
L6J 5E8
Telephone: (416) 844-4110

Rexdale Campus
51 Panorama Court
Rexdale, Ontario
M9V 4L8
Telephone: (416) 741-1210

Facilities for the Developmentally Handicapped – Contact the Administrator

Southwestern Regional Centre
P.O. Box 1000
Blenheim, Ontario
N0P 1A0
Telephone: (519) 676-5431

D'Arcy Place
P.O. Box 2001, 700 D'Arcy Street
Cobourg, Ontario
K9A 4L5
Telephone: (416) 372-3341

Adult Occupational Centre – Edgar
P.O. Box 12000
Barrie, Ontario
L4M 4W3
Telephone: (705) 728-6910

Muskoka Centre
P.O. Box 280, Muskoka Road
Gravenhurst, Ontario
P0C 1G0
Telephone: (705) 687-2201

Children's Psychiatric Research Centre
P.O. Box 2460
London, Ontario
N6A 4G6
Telephone: (519) 471-2540

Huron Regional Centre
P.O. Box 1000
Orillia, Ontario
L6V 6L2
Telephone: (705) 326-7361

Midwestern Regional Centre
P.O. Box 400
Palmerston, Ontario
N0G 2P0
Telephone: (519) 343-2015

Prince Edward Heights
P.O. Box 440
Picton, Ontario
K0K 2T0
Telephone: (613) 476-2104

Rideau Regional Centre
P.O. Box 2000
Smith Falls, Ontario
K7A 4T7
Telephone: (613) 283-5533

Northwestern Regional Centre
P.O. Box 3270
580 North Algoma Street
Thunder Bay, Ontario
P7B 5J8
Telephone: (807) 345-0576

Oxford Regional Centre
P.O. Box 310
Highway #59 North
Woodstock, Ontario
N4S 7X9
Telephone: (519) 539-1251

Ministry of Consumer and Commercial Relations

Head

Minister of Consumer and Commercial Relations
9th Floor, 555 Yonge Street
Toronto, Ontario
M7A 2H6
Telephone: (416) 963-0311

Mandate

The purpose of the ministry is to inform, serve and protect the public, participants, consumers and businesses and to encourage the maintenance of an honest and equitable marketplace. The ministry regulates a wide variety of businesses through licensing, registration and inspection and is involved in consumer education and protection.

Organization

Head office is in Toronto. The ministry comprises five divisions: Business Practices; Information Technology; Registration; Support Services; and Technical Standards. The following agencies, boards and commissions are affiliated with the ministry: the Ontario Film Review Board; Commercial Registration Appeal Tribunal; Liquor Licence Board of Ontario; Ontario Racing Commission; and the Operating Engineers Board of Review.

Divisions

Office of the Deputy Minister

Provides staff support to the deputy minister and includes the Legal Services Branch which provides legal services to the ministry.

General Classes or Types of Records

Contain information relating to administration, legislation and orders in council.

Legal Opinions, Legislation, Regulations, Orders in Council
Notices of Appeal
Prosecutions and Hearings

Policy and Planning Branch

Provides advice and analysis on policy development, strategic planning, economic analysis, research and emerging environmental trends. It also administers the ministry's Food Price Monitoring Program.

General Classes or Types of Records

Contain information on policy development and research.

Cabinet Submissions
Consumer Issues – Surveys
Food Price Monitoring Program – Reports
Research

Business Practices Division

Consumer protection is the division's primary responsibility. Questionable business practices are investigated, consumer concerns are monitored and new legislation is recommended as necessary. The division comprises one administration section, three branches and several registration sections. Individuals and companies are registered by the division under several acts, with the power to refuse, revoke or suspend registration.

General Classes or Types of Records

Contain information on registration and regulation, reports, statistics, general administration, films, videos and advertising records, legislation and research material on the impact of film on viewers.

Annual Provincial Conferences
Associations
Auto Manufacturers
Builders, Building and/or Plot Plans
Charitable and Religious Organizations
Commercial Registration Enquiry, Data and Information
Tracking System (CREDITS) Computer System
Compliance Records and Reports
Decisions, Hearings, Appeals, Tribunal
Deficiency Notices
Discriminatory Business Practices Act – Equivalency Exams
Film Advertising (record cards, reports from other jurisdictions, reviews, film and videotape summary review reports, film and video industry correspondence)
Foreign Lands
Franchises
Historical Film Review Board Information
Inspection Assignments
Interprovincial Classification Committee
Investigation Records and Reports
Kickboxing
Legal Opinions
Legislation and Policy Projects
Manpower Planning, Scheduling of Film Reviewers
Mobile Homes
Motor-Vehicle Dealers Act – Designations
Ontario Real Estate Association – Correspondence and Education
Proposed Act Amendments
Psychological Research Documents on Impact of Film
Registration Requirements
Staff Training Films
Studies on Pornography and Violence in Media
Toronto Real Estate Board
Tribunal Hearings
World Boxing Association
Wrestling

Manuals

Issued to division staff, the Athletic Commissioner's office employees, and Theatres staff to provide guidelines and procedures.

Business Practices Division – Policies and Procedures
Male/Female Boxers – Policies and Procedures
Theatres Procedures

Information Technology Division

The division develops and supports corporate administrative policies, strategies and plans to encourage effective use of information technology. It also provides computer systems development services, information systems support services and facilities to the Ministry of Consumer and Commercial Relations and the Ministry of Financial Institutions, including advice and consultation on information-technology issues.

General Classes or Types of Records

Contain background material on technical strategies and policies and information on the ministry's technical initiatives.

Application Feasibility Studies
Application Submissions and Reports
Corporate Technology Plans
Information Systems – Documentation
Requests for Proposals, Tenders

Registration Division

The division registers real property interests and personal property security interests, incorporations, sole proprietorships, partnerships, assumed corporate names, births, deaths, marriages, divorces, adoptions and name changes. It comprises: Assistant Deputy Minister's Office; Real Property Registration; Property Law; Personal Property Registration; Companies; and Registrar General Branches.

General Classes or Types of Records

Contain information on administration, legislation and reports.

Companies Branch – Corporate Records, Corporation Securities Documents, Registers, Registrations of Sole Proprietorships, Partnerships and Business Names, Security Rolls of Documents Filed or Registered
Personal Property Registration Notices, Reports, Legislation and Regulations
Property Law Branch – Property Law Committee Meetings, Legal Audit Reports and Interpretations, Statutes and Regulations
Real Property Registration Branch – Records, Reports, Automated Index and Retrieval System Documentation, Automated Mapping and Titles Indexing System, Condominium Declarations and Descriptions
Registrar General Branch – Legislation and Regulations, Revenue Reports, Proposals, Statistics

Manuals

Issued to Companies Branch staff and users.

Companies Branch – Directives Incorporator's Handbook

Issued to Personal Property Registration Branch staff and users.

Debtor Name Enquiry Guide
Deposit Account Guide
Motor-Vehicle Enquiry Guide
Registration Guide

Issued to Property Law Branch staff, Real Property Registration Branch staff, county law associations, Canadian Bar Association – Ontario Real Property Section. User's guides available to lawyers and other users.

Land Titles Procedural Guide
Property Law Bulletins

Issued to Real Property Registration Branch staff and users.

Boundaries Act Procedural Guide for Users
Certification of Titles – Application Procedural Guide for Users
Document Users Guides – English and French
Land Titles Abstracting Guidelines
Land Titles Conversion Procedural Guide
Land Titles Procedural Guide
Property Law Bulletins
Property Mapping Procedural Guide
Registry Office Abstracting Guidelines
Standard Charge Terms – Annual Edition
Title Examiner's Procedural Guide

Issued to Registrar General Branch staff, divisional registrars, issuers, clergy, hospitals, coroners, funeral directors and physicians.

Death Registration Guidelines
Division Registrar's Manual
Information System Procedures
Internal Operating Procedures
Marriage Handbook

Support Services Division

Provides support and control services to the ministry and its agencies. The Communications Branch provides consumer information and education. The division comprises: Communications Services; Finance and Administrative Services; Office of the French Language Coordinator; Personnel Services; Internal Audit and the Freedom of Information and Privacy Office.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Manuals

Issued to provide guidelines on office procedures, administration, and financial management.

Technical Standards Division

The division is responsible for ensuring public safety related to elevating devices, pressure vessels, hydrocarbon fuels and upholstered and stuffed articles. It regulates businesses and individuals engaged in the manufacture, supply, installation, operation, maintenance and/or use of goods, services or devices related to these areas.

General Classes or Types of Records

Contain information on administration, audit and inspection reports, and operational statistics.

Bulletins and Information Letters
Certification – Computer Operating Statistics Facility
Computer System – Operating Statistics, Financial Reports
Legislation and Policy Records
Product Information
Technical Advisory Committee – Minutes

Manuals

Issued to inspectors and Pressure Vessels Safety Branch staff.

Inspectors Manual
Welding Procedures

Affiliated Agencies

Board of Review Under the Operating Engineers Act

The board evaluates safety procedures and provides advice on the safe operation of plants and the training and employment of operating engineers and operators.

General Classes or Types of Records

Contain rulings and minutes of board meetings.

Commercial Registration Appeal Tribunal

The tribunal holds public hearings on appeals to review administrative decisions and provides an independent, inexpensive appeal procedure for persons affected by a variety of business practices subject to provincial regulation. Appeals to the tribunal are presently authorized under 15 statutes including the Liquor Licence Act.

General Classes or Types of Records

Contain information related to the general administration of the tribunal.

Liquor Licence Board of Ontario

The Liquor Licence Board of Ontario licenses and regulates individuals and premises involved in the sale of beer, wine or spirits; monitors all forms of advertising related to alcoholic

beverages; licenses manufacturers of beer, wine and spirits; and issues Ontario Photo Cards.

General Classes or Types of Records

Contain minutes of board meetings, administrative records and information on the production, importation, distribution and provincial sales of alcoholic beverages.

Manuals

Issued to board staff.

Inspection Branch – Procedures, Guidelines for Advertising, Special Occasion Permits, Stores Procedures
Licensing Branch – Procedures, Guide to a Better Understanding of Liquor Licence Regulations, Interpretations and Directives

Ontario Film Review Board

The Ontario Film Review Board approves and classifies all films for public exhibition and videotapes for rent, lease or sale to Ontario consumers.

General Classes or Types of Records

Contain information related to the general administration of the board.

Ontario Racing Commission

The Ontario Racing Commission administers the Racing Commission Act governing horse racing in Ontario. The commission also administers the Race Track Tax-Sharing Arrangement that involves the Ontario Sires Stakes Program; and the Race Track Assistance Program.

General Classes or Types of Records

Contain information related to the administration of horse racing in the province.

Commission Hearings and Meetings – Minutes
Industry-Related Statistics

Manuals

Issued to commission staff.

Head Office Procedures
Field Operations Procedures

Access

Freedom of Information and Privacy Coordinator
Office of the Deputy Minister
Ministry of Consumer and Commercial Relations
9th Floor, 555 Yonge Street
Toronto, Ontario
M7A 2H6
Telephone: (416) 963-3671

A public reading room for the review of manuals and other information is open during regular office hours in the library on the first floor at 555 Yonge Street, Toronto.

Ministry of Correctional Services

Head

Minister of Correctional Services
Room 5320, Whitney Block
Queen's Park
Toronto, Ontario
M7A 1A2
Telephone: (416) 965-5952

Mandate

Mandated by federal and provincial legislation, the ministry is responsible for adult offenders who are: remanded into custody; sentenced to custodial terms of less than two years; sentenced to community correctional programs; released on Ontario parole. In addition, the ministry administers all correctional programs for young offenders aged 16 years or older.

Organization

The ministry comprises two divisions, 9 branches, five regional offices, three affiliated agencies with the head office in Scarborough and 284 field offices/institutions. Refer to the Government of Ontario Telephone Directory for details regarding addresses.

Divisions

Corporate Services Division

Responsible for corporate strategic/operational planning and support services. The division comprises seven branches: Policy and Corporate Planning; Human Resources Management; Management Information Systems; Finance; Communications; Supply and Services; and Employment Equity.

General Classes or Types of Records

Contain information relating to general administration, policy planning, information systems development, personnel, staff development, and accounting processes.

Accommodation, Construction and Maintenance of Correctional Facilities
Correctional Agencies and Facilities
Correctional Research and Evaluation Records and Statistics
Intergovernmental/Interministerial Issues
Staff Training Material (correctional officer basic and refresher training, human rights training, Institutional Crisis Intervention Team (ICIT) training, management

training, personnel policies and procedures training, probation and parole officers basic training, professional development training)

Manuals

Provide ministry staff with a convenient reference source of policy and procedural directives and guidelines regarding administration, finance, personnel, program training, staff development, and management information systems.

Administrative and Financial Services Division (vol. 1 and 2)
Administrative and Financial Policy and Procedures (vol. 1) – Finance
Adult Information System (AIS) Institutional Manual
Client Information System (CIS) – Probation and Parole Expenditure and Coding
Input/Output Control
Institutional Administrative System (IAS) Key Operators' Manual
Institutional Administrative System (IAS) Users' Manual
Personnel Policies and Procedures
Policy and Procedure for Educational Leave and/or Assistance
Trainers' Administration Manual
Word Processing Centre Guide

Operations Division

Provides a wide range of custodial and community-based services for adult and young offenders. Five regional offices oversee 46 institutions, 83 open and secure custody centres for young offenders, 125 probation and parole offices, and 30 community resource centres. Division has two branches – Offender Programming and Operational Support, and Community Corrections.

General Classes or Types of Records

Contain information relating to general administration, planning, development, policy, operational procedures for institutional and community programs for adult and young offenders.

Academic and Vocational Programs
Bailliff Vehicle Records
Community Programs
Community Residential Agencies/Agreements
Community Resource Centres
Food Service Contracts, Menus and Statistics
Health Care Program
Industrial Program
Institutional Administration and Security Control Records
Institutional Programs
Open and Secure Custody Facilities for Young Offenders
Policy and Procedures Development and Proposals
Probation and Parole Administration Records
Recreation Program
Social Work Program
Volunteer Program

Manuals

Provide guidelines on operational policy, standards and procedures for adult and young offenders in custody,

probationers and parolees. As well, directives on topical issues are circulated periodically.

Food Services

Handbook of Inmate Rules

Local Institutional Standing Orders

Probation and Parole Policy and Procedures

Probation and Parole Secretarial Manual

Probation and Parole Services Nominal Role

Program and Service Inventory

Standards and Procedures (Vol. 1 and 2)

Young Offenders Act (YOA) Operational Policy and Procedures

Legal Services Branch

Provides the ministry and its affiliated agencies, including the Custody Review Board, Minister's Advisory Committee on Corrections, and the Ontario Board of Parole, with general legal services – advice on legal questions, assistance in preparing legislation, litigation, claim settlements – and acts as counsel before judicial or administrative tribunals.

General Classes or Types of Records

Contain general administration records and material received or created by Legal Services including information on corrections-related legislation, regulations, solicitor-client correspondence, legal opinions, legal judgments, litigation, contracts, agreements.

Operational Review, Audit and Investigation Branch

Provides review, audit, inspection and investigation functions for the operating components of the ministry by assessing management processes, general operations, program management, financial and administrative procedures.

General Classes or Types of Records

Contain reports prepared by auditors or inspectors following audits, program review or incident investigations in ministry offices, institutions or agencies providing service to the ministry.

Audit Reports

Inspection Reports

Investigation Reports

Operational Review Files

Manuals

Issued to audit managers and auditors to provide procedural direction and guidance on conducting audits.

Audit Manual

Affiliated Agencies

Custody Review Board

On application by young persons, reviews decisions made by ministry officials regarding the placement of young persons in custody centres and makes recommendations for action. This is a joint board with the Ministry of Community and Social Services. Its members are appointed by Orders in Council.

General Classes or Types of Records

Administration of the board and maintenance of records is the responsibility of the Ministry of Community and Social Services on behalf of both ministries.

Minister's Advisory Committee on Corrections

Advises the minister on emerging issues in the field of corrections from the point of view of the community at large. There are nine board members drawn from the legal, educational, religious and business communities.

General Classes or Types of Records

Contain reports submitted to the minister and background material including submissions from private parties or agencies concerning correctional issues.

Agendas and Minutes

Correctional Subject Files

Reports and Background Material

Ontario Board of Parole

The Ontario Board of Parole considers for parole those inmates serving sentences of up to two years less a day in provincial institutions. The chairman of the Parole Board is responsible for the overall administration of the board and for the five regional parole boards which, in turn, are responsible to the chairman for all parole decisions made in the regions.

General Classes or Types of Records

Contain general administration records and material relating to justice, corrections and parole matters originating at the board, ministry, federal and provincial government level, from other provinces or countries, professional associations, citizen groups and the public. Also contain information on policy and procedures of the board, and decision-making mechanisms regarding parole approvals and denials.

Agreements

Associations/Committees

Board Policy and Operational Plan

Legal Issues

Parole Boards of Other Jurisdictions

Parole Philosophy
Planning and Finance
Reports/Research

Manuals

Provide staff with a convenient reference source of policy and procedural directives and guidelines regarding administration of the board.

Policy and Procedures (Ontario Board of Parole Users' Manual)
Ontario Board of Parole Office Procedures

Access

Coordinator
Freedom of Information
Ministry of Correctional Services
2001 Eglinton Avenue East
Scarborough, Ontario
M1L 4P1
Telephone: (416) 750-3318

A public reading room for the review of manuals and other information is open during regular office hours in the library at 2001 Eglinton Avenue East, Scarborough.

Ministry of Culture and Communications

Head

Minister of Culture and Communications
10th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 965-0615

Mandate

This ministry was announced on September 29, 1987. It will retain responsibility for a number of programs formerly administered by the Ministry of Citizenship and Culture. The ministry will also assume responsibility for Communications programs formerly administered by the Ministry of Transportation and Communications.

Organization

The ministry is organized into three divisions, the Archives of Ontario, twelve branches, and seven agencies. Programs are administered and the public served directly by a head office in Toronto, 28 field offices and the agencies. The ministry provides administrative and operational support services including communications and marketing, and French-language services to the Ministry of Citizenship, and also maintains the records associated with those functions.

Divisions

Communications and Marketing Branch

Provides information and marketing services for the ministry; provides communications support to the minister, deputy minister and program areas; and coordinates ministry publications and audio-visual materials.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

French Language Services

Coordinates implementation of government policy on French-language services and serves as a link between the francophone community and the ministry.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Culture Division

Responsible for the development of policies and the operation of programs related to arts support, heritage conservation, libraries and community information, program and financial liaison with the ministry's cultural agencies, and policy and program development with cultural industries. Division comprises: Arts Branch; Libraries and Community Information Branch; Heritage Branch; and Cultural Industries and Agencies Branch.

General Classes or Types of Records

Contain information relating to fiscal liaison and support to cultural agencies, financial and consultative support to arts organizations, administration of programs, acquisition and preservation of historical/heritage resources, support of public library services and information centres. All branches have general administration files.

Annual Survey of Public Libraries
Archaeological Advisory/Consulting Services (licences, projects, research and exploration reports, site files)
Architectural Conservation Project – Ontario Heritage Foundation (OHF) Capital Grants
Architecture, Heritage Planning and Archaeology Statutory Plans Review
Artifact Inventory
Book Publishing Program
Building Rehabilitation and Improvement Campaign
Capital Grants Programs
Community Information Services and Operating Grant Program
Community Museum Operating Grants
Contracts for Library Services
Cultural Enterprises
Cultural Exchange Program
Culture Heritage Properties Program
French Language Library Collection Development Program
Financial Assistance
Half Back Redemption Program
Heritage Cultural Donation
Heritage Organization Development and Support Grant
Heritage Plaques Local Marking Assistance Program
Heritage Structures (slides and photographs)
Historical Studies Series Grants
International Cultural Agreements
Legislated and Special Libraries Grants – Local/County and Indian Band Libraries
Library Automation Projects
Library Network Development
Library Resources Enrichment Fund Program
Library Services
Local Architecture Conservation Advisory Committees
Lottery Project Grants
Marine Heritage Conservation
Ministerial Agencies
Ministry of Transportation and Communications/Ministry of Citizenship and Culture Heritage Road Bridges Program
Multicultural History Society Grants
Municipal Library Bylaws
Museum Files, Slides
Museum Fine Arts Insurance
Natural Heritage
Northern Native Library Development Program

Ontario Heritage Foundation (OHF) Historical Committee
Projects and Real Property/Heritage Easement
Ontario-Quebec Permanent Commission
Outreach Ontario – Festival Programs
Overseas Operations
Property Restoration and Management
Provincial Commemorative Plaque
Provincial Libraries Coordinators
Public Libraries Act – Inquiries
Public Libraries Program Review
Public Library Services
Public Library Staff Salary and Benefits Survey
Record of Cultural Properties
Unmarked Burials Conservation
Youth Opportunities Program

Finance and Administration Division

Responsible for all financial and administrative matters, systems and support services including coordination of the ministry's youth programs and Regional Services Offices, and ministry liaison with Management Board of Cabinet. Division comprises: Regional Services; Legal Services Branch; Management Systems and Services Branch; Human Resources Branch; Finance Branch; Internal Audit Branch and the Library/Resource Centre.

General Classes or Types of Records

Contain information relating to planning studies, technical advice and information on the development and operation of cultural facilities, capital funding, and the delivery of ministry programs at regional levels. All branches have general administration files.

Capital and Program Grants
Community Hall Inventory
Community Projects and Facilities Improvement Program Grants
Metropolitan Toronto and Provincial Theatres Inventory
Ontario Lottery Project Grants System

Manuals

Issued to Regional Services staff outlining the principles and criteria for funding decisions for Ontario lottery grants. An administration policy and operations manual is also issued.

Ontario Lottery Grant Manuals
Here's How

Communications Division

This division provides policy, regulatory, and industry and technology advice on developments and issues affecting Ontario consumers, suppliers, carriers, broadcasters, cable operators, and manufacturers of communications equipment; participates and intervenes at the Canadian Radio-Television and Telecommunications Commission on behalf of Ontario residents and business concerning communications rates and services; represents the Ontario government at federal-provincial meetings on national telecommunications policy; and undertakes operational projects to

encourage the development of new communications systems and applications. The division comprises: Broadcasting and Cable Branch; Telecommunications Branch; and Operations and Technology Office.

General Classes or Types of Records

Contain information on policy development, research data, and on Canadian Radio-Television and Telecommunications Commission (CRTC), federal Department of Communications (DOC), and Ontario Telephone Service Commission subjects.

Bell Canada Tariffs
Broadcasting and Cable Research – Regulatory Issues and Policies
Canadian Radio-Television and Telecommunications Commission (CRTC) (hearing transcripts, submissions, interventions, notices and decisions)
Communications Industry (assistance, development, statistics and studies)
Communications Issues and Background Papers
Communications Technology Projects
Ontario Telephone Service Commission (orders and correspondence)
Restrictive Trade Practices Commission (hearings and reports)
Telecommunications Research, Regulatory Issues and Policies

Manuals

Issued to division staff to provide policies and procedures on securing approval for consulting services.

Consultant Assignments

Archives of Ontario

Administers the Archives Act; acquires, preserves and makes available for research and administrative purposes significant unpublished records and documents relating to Ontario; and obtains from Ontario government agencies important non-current records through statutory control, and from other sources through donation or purchase.

Records of the Private Manuscripts Section are excluded from the Freedom of Information and Protection of Privacy Act. Access to these records is determined by each donor.

General Classes or Types of Records

Contain information selected for permanent preservation from all government agencies. Also contain information concerning prominent individuals and families who lived in Ontario or contributed to the development of the province, corporate records of various Ontario organizations and commercial enterprises, and general administration files.

Archives Accession Records (legal authority for ownership)
Archives Search Records
Conservation/Binding Requisition and Orders
Government-Wide Scheduled Records
Inventories and Finding Aids to Archives Holdings

Liaison Officers Correspondence and Biographical Research
Microfilm, Photostat and Photographic Reproductions (receipts and ledgers)
Preproduction Work Orders, Register and Receipts
Reading Room Activity Report, Daily Register and Request Slips
Special Access/Permission Register and Files
Transfer of Unscheduled Records

Affiliated Agencies

Conservation Review Board

Holds hearings concerning objections to the designation of property for historical or architectural conservation.

General Classes or Types of Records

Contain information relating to hearings concerning objections to municipal designation of property for historical or architectural conservation, appeals against the minister's designation of archaeological or historical sites or the minister's refusal of archaeological licences, and general administration.

Designated Properties (by-laws and notices of intention)
Hearings on Objections to Designating of Properties
Record of Designation of Properties

Ontario Film Development Corporation

Fosters the development of Canadian-owned, Ontario-based film producers by establishing an investment fund and providing location assistance to producers, writers and directors.

General Classes or Types of Records

Contain information relating to programs that stimulate employment, investment and growth in the Canadian motion picture industry, and general administration.

Entertainment – Festivals/Galas
Loan Transactions
Marketing
Production and Development Agreements, Applications and Programs

Manuals

Staff procedural manual is produced and issued to all staff.

Ontario Heritage Foundation (OHF)

Advises the ministry on issuing archaeological licences and on designating significant archaeological and historic sites; provides grants; erects historical plaques; manages and conserves real and cultural properties; and conducts public education with partner organizations.

General Classes or Types of Records

Contain information relating to advice provided to the Minister of Culture and Communications on issuing archaeological licences and on designating significant archaeological and historic sites, and general administration.

Financial Records – Ontario Heritage Foundation
Ontario Heritage Foundation Committee and Board Meetings (minutes and agendas)
Ontario Heritage Foundation Programs

Ontario Historical Studies Series

Produces comprehensive, scholarly and readable books on the historical development of Ontario.

General Classes or Types of Records

Contain information relating to authors' contracts, book launchings, editors' reports, minutes of board of trustees meetings and executive committee meetings, and expected publication dates of volumes of the series.

Biographies – Published
Biographies – Publishing Schedule
Flow Chart of Research, Writing and Publishing 1971-1993
Published Theme Studies and Publishing Schedule

Ontario Science Centre

Makes science and technology appealing to children of all ages by inviting visitor participation, and providing special exhibitions, films, free education programs, and travelling exhibitions.

General Classes or Types of Records

Contain information relating to a large variety of programs designed to stimulate and inform the general public about science and technology. Also contain general administration files.

Chairman, Board of Trustees, Subject Files
Director General's Files
Exhibit Research and Development
Revenue Tour Booking and Facility Rental
School Tour Bookings

Ontario Telephone Development Corporation

This agency was originally established to contribute to the improvement of the telephone systems in Ontario. The role of the corporation was to respond to crisis situations in the operation of the telephone systems to which the authority of the province extends in order to ensure that the customers of these systems have access to adequate telecommunications services at all times. The agency is currently inactive.

General Classes or Types of Records

Contain information relating to the acquisition of the Muskoka and Parry Sound Telephone Company.

Background information on the Muskoka and Parry Sound
Telephone Company
Corporate Executive Council Minutes
Court Proceedings and Legal Matters

Ontario Telephone Service Commission

The commission is responsible for regulating the thirty
providers of telephone services under provincial jurisdiction.
Bell Canada is not regulated by this commission.

General Classes or Types of Records

Contain information on orders, filings and day-to-day
operations.

Applications
General Tariffs of Telephone Systems
Telephone Service Commission Orders
Telephone Tariff Agreements

Access

Freedom of Information Coordinator
Ministry of Culture and Communications
Library/Resource Centre
9th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 965-3012

A public reading room for the review of manuals and other
information is open from 10:00 a.m. until 4:00 p.m., Monday
to Friday in the Library/Resource Centre on the ninth floor at
77 Bloor Street West, Toronto.

Access for the Archives of Ontario:

Freedom of Information Coordinator
Archives of Ontario
77 Grenville Street
Toronto, Ontario
M7A 2R9
Telephone: (416) 965-6882

A public reading room for the review of finding aids and
other information is open from 8:15 a.m. to 4:30 p.m.,
Monday to Friday, with staff on duty to assist researchers, on
the main floor at 77 Grenville Street, Toronto. Extended
research hours without staff on duty are Monday to Friday
until 10:30 p.m. and on Saturday from 10:00 a.m. to 8:00
p.m.

Office for Disabled Persons

Head

Minister Responsible for Disabled Persons
3rd Floor, 700 Bay Street
Toronto, Ontario
M5G 1Z6
Telephone: (416) 965-1122

Mandate

The office acts as a central information source to the general public on government policies, programs and services for disabled persons and their families; promotes the development of coordinated policies within government on issues affecting disabled individuals; and identifies opportunities of a corporate nature to promote the public's awareness of the needs of disabled persons.

Organization

The office consists of the Minister's Office, the Office for Disabled Persons and the Ontario Advisory Council for Disabled Persons which reports to government through the minister.

General Classes or Types of Records

Contain information on policy and programs related to disabled persons as well as administrative records.

Manuals

Provide information on group home policy, programs, regulations and related issues. Publications are available at the Ontario Government Bookstore.

Ontario Group Homes Manual

Affiliated Agencies

Ontario Advisory Council for Disabled Persons

The Ontario Advisory Council for Disabled Persons advises the government of Ontario through the Minister Responsible for Disabled Persons on matters pertaining to the well-being of disabled persons. It promotes the development and creation of self-help opportunities for disabled persons; reviews current policies which have a bearing on disabilities; and advises the minister as requested.

General Classes or Types of Records

Contain information on issues related to disabled persons and their families in Ontario as well as administrative records.

Orders in Council

Access

Coordinator
Information and Privacy
Office for Disabled Persons
16th Floor, 700 Bay Street
Toronto, Ontario
M5G 1Z6
Telephone: (416) 963-3121

A public reading room for the review of manuals and other information is open during regular office hours in the library on the second floor at 700 Bay Street, Toronto.

Ministry of Education

Head

Minister of Education
22nd Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1L2
Telephone: (416) 965-5277

Mandate

The ministry develops policy for the elementary and secondary education of all Ontario residents and provides operating and capital grants to locally elected school boards. It operates schools for the blind, the deaf and the deaf/blind, demonstration schools for the learning disabled, educational programs in training schools, and the Independent Learning Centre.

Organization

The ministry is organized into four divisions: Administration; Corporate Planning and Policy; Learning Programs; and Learning Services. Each division reports to an assistant deputy minister. In addition, there is an Assistant Deputy Minister of Franco-Ontarian Education. The ministry's programs are carried out by the provincial schools, six regional offices, and by services provided by head office.

Divisions

Administration Division

The Administration Division comprises six branches and two units and is responsible for the administration of human and financial resources, the provision of administrative, financial, audit, information-management, data-processing and communication services, the application of the Affirmative Action/Employment Equity Program, the ministry's compliance with the freedom of information and protection of individual privacy legislation and for the coordination of French-language services.

General Classes or Types of Records

Contain information relating to administration, finances, internal audit, information systems, and human resources.

Federal-Provincial Agreement Claims
Miscellaneous Grants (special grants for educational purposes)

Manuals

Issued to staff to provide direction and details on administrative and operational policies and procedures

for administration, finance, logistics, and human resources.

Accelerated Career Development Inventory
Central Records Management Users Guide
Excellence in Leadership (Human Resources Development, Leadership Inventory, Management Development, Performance Appraisal, and Staff Development)
Internal Audit
Policies and Procedures
Records Management
School Boards – Uniform Code of Accounts
Style Guide for Editors and Writers of Ministry Publications
System Standards

Corporate Planning and Policy Division

The Corporate Planning and Policy Division comprises four branches and is responsible for operational planning and reporting, setting priorities, strategic planning, corporate financial planning, policy development and analysis, research, educational liaison, legislative planning and legal counsel, and teachers' superannuation.

General Classes or Types of Records

Contain information on interpretations of legislation administered by the ministry, educational liaison, education statistics, and education research and analysis.

Contractual Educational Research
Exchange Programs (student/teacher cultural and educational exchanges)
Experience Program (summer job service for students)
Federal-Provincial Agreements
Federal-Provincial Liaison
French-Language Fund Learning Materials
Hosting and Summer Seminars
Interprovincial Liaison
Operational Planning and Development Orders in Council
Program Activity Review
Strategic Planning
Teachers' Superannuation

Manuals

Issued to board and school officials as a general guide to the organization and to the various programs offered by the Ontario Student Leadership Centre.

Ontario Student Leadership Centre Administration

Franco-Ontarian Education

Franco-Ontarian Education advises the ministry on priorities, programs and goals related to French-language education in Ontario; participates in the appointment and positioning of the ministry's French-language officials; reviews official documents related to French-language education; provides French-language consultative services to and liaises with the ministry's agencies, boards and commissions concerning French-language education; and

oversees the implementation of French-language governance legislation.

General Classes or Types of Records

Contain information on all matters relating to the education of francophones in the province.

Learning Programs Division

The Learning Programs Division comprises six branches and is responsible for the development of programs for elementary and secondary schools in Ontario. Also coordinates the ministry's participation in program development for adult and continuing education, child care and Native education.

General Classes or Types of Records

Contain information on the development of education standards and policy, curriculum guidelines, learning materials, special education programs, programs for students and professional development programs for teachers, the administration of provincial schools, and the provision and administration of related programs.

Banque d'instruments de mesure de l'Ontario
Book Purchase Plan
Circular 14 Textbooks (approved textbooks for teachers' use)
Computer-Based Learning Materials Development – Correspondence Courses
Curriculum Guidelines
Curriculum Support (documents/materials, record of development)
Demonstration Schools
Developmental Centre Schools
French-Language Fund Learning Materials
Learning Materials Development Plan
Multilevel Courses
Native Affairs
Ontario Assessment Instrument Pool
Ontario Educational Software Industry
Ontario Scholarships
Ontario Secondary School Diploma
ONTERIS – Information Systems of Research and Reports
Private Scholarship
Provincial Schools
Schools for Blind and Deaf
Special Days Events at Schools
Special Education
Student Evaluation Services
Student Guidance Information System
Student Leadership Program
Supervisory Officer's Examination
Teachers' Qualifications – Policies and Procedures

Manuals

Issued to provide details on policies and procedures related to curriculum activities and other divisional functions.

Circular 14 Textbooks – Policies and Practices
Curriculum Development Procedures
Designing Schools for the Physically Handicapped

Developmental Centres Schools – Curriculum Resource Guide
Education Programs in Government – Approved Care and Treatment Facilities for Children and Youth
Educational Software Documentation, Standards and Guidelines
Formative Evaluation Plan for Exemplary Software
Independent Learning Centre – Course Development Guide
Independent Learning Centre – Course Material Sales
Independent Learning Centre – Student Guide
ONTERIS Collections Policy
ONTERIS Entry
ONTERIS ISIS 4.4 Search
ONTERIS Subject Descriptors
Procedures for School Boards in the Preparation of a Report to the Minister on the Provision of Special Education Programs and Services, May 1987
Provincial Schools' Teacher Evaluation Process
Special Education Information Handbook
Special Education Monographs (Special Education Appeal Boards, and Identification, Placement and Review Committees)
Training Schools Educational Programs

Learning Services Division

The Learning Services Division comprises two branches, six regional offices and one unit. Responsible for the delivery and supervision of programs and policies to school boards and accountable to the public for the progress and standards achieved in Ontario schools.

General Classes or Types of Records

Contain information on the development of educational hardware, software and communications network, the provision of software to school boards for various applications (e.g., student administration, finance, planning and personnel administration), the operation of private schools, the design and construction of public and separate schools, and funding policy.

Architectural Services
Assessment Data (municipal assessment data for school board grants calculations)
Cooperative Review
Education Funding Policy
Educational Computing Network for Ontario (ECNO)
Principals' Courses – Policies and Procedures
Private Schools
Provincial Assessment of Various Educational Areas
Provincial Reviews of Various School Administration Matters
Pupil Enrolment Data
Pupil Transportation Data
Regional Administration
School Attendance
School Board System Services
School Boards (budget and financing)
Student Guidance Information System Processing

Manuals

Provide procedures for the use and maintenance of and product development for the ministry's educational

computing systems, and for the design and provision of individualized distance education.

Administrative Guide for Ministry Supervisory Officers
(Northwestern Region)
Capital Grant Plan
Cooperative Evaluation and Development of School
Systems (CEDSS)
Curriculum Manual for Northern Regional Office
Educational Computing Network of Ontario (ECNO)
Elementary Summer School Programs (Eastern Region)
Non-Guideline Course Approval (Western Region)
Orientation Manuals (Eastern and Midnorthern regions)
Principals' Courses – Policies and Procedures
Private Schools Inspection Manual (Eastern and Western
regions)
Regional Seminar Leader Responsibilities (Eastern Region)
School Business Memoranda
Task Descriptions for Northwestern Regional Office

Affiliated Agencies

Advisory Council on Special Education

The Advisory Council on Special Education helps ensure that the ministry's work in special education is tailored to the specific needs of that field. The council represents the Ontario Alliance for Children, the Council for Exceptional Children, the Ontario Council of Administrators of Special Education, the Ontario Advisory Council on the Physically Handicapped, the Ontario Psychological Association, the Ontario Association of Professional Social Workers, the Ontario Catholic Supervisory Officers' Association, the Ontario Association of Education Administrative Officials, the Ontario School Trustees Council, the Association des surintendants franco-ontariens, the Ontario Teachers' Federation, and the Ontario Medical Association.

General Classes or Types of Records

Contain annual reports to the minister on policy matters related to special education.

Council for Franco-Ontarian Education

The Council for Franco-Ontarian Education is an advisory body to the ministers of Education and Colleges and Universities. It advises the ministers on all matters concerning the education of Franco-Ontarians from junior kindergarten to university.

General Classes or Types of Records

Contain correspondence and materials from boards and other jurisdictions.

Education Relations Commission

The Education Relations Commission, established in 1975, administers the collective bargaining process between

teachers and school boards, furthering harmonious relations; monitors and assists in negotiations; supervises voting by teachers; and advises the Lieutenant Governor in Council when a strike or lockout jeopardizes students' education.

General Classes or Types of Records

Contain agreements between teachers and school boards, records of negotiations, strikes and general relations between teachers and school boards.

Manuals

Issued to teachers, school boards, negotiators, and arbitrators to provide procedures to be used in all work-related situations.

Policies, Procedures and Forms

Languages of Instruction Commission of Ontario

The Languages of Instruction Commission mediates disputes between school boards and parents' advisory committees over the provision of education programs to official-language (French or English) minority groups.

General Classes or Types of Records

Contain the case records of affected school boards.

Ontario/Regional Special Education Tribunals

The tribunals provide a final avenue of appeal for parents who disagree with recommendations of the Identification, Placement and Review Committee (IPRC), for either the identification of a pupil as an exceptional pupil or the placement of an exceptional pupil in a special education setting.

General Classes or Types of Records

Contain written determinations of the tribunal.

Planning and Implementation Commission

The Planning and Implementation Commission advises the minister on the implementation of government policy related to a publicly funded Roman Catholic Separate School system.

General Classes or Types of Records

Contain background materials and public submissions related to recommendations and plans.

Provincial Schools Authority

Established under the Provincial Schools Negotiations Act, 1975, the Provincial Schools Authority, acting as a school board, employs teachers in education programs operated by the ministries of Correctional Services, Education and Health. It negotiates the terms of and administers the collective agreement governing the employment of these teachers.

General Classes or Types of Records

None

Access

Information and Privacy Coordinator
Ministry of Education
14th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1L2
Telephone: (416) 963-2163

A public reading room for the review of manuals and other information is open during regular office hours on the thirteenth floor of the Mowat Block, 900 Bay Street, Toronto.

Ministry of Energy

Head

Minister of Energy
12th Floor, 56 Wellesley Street West
Toronto, Ontario
M7A 2B7
Telephone: (416) 965-1301

Mandate

The Ministry of Energy ensures that Ontario has an adequate and secure supply of energy that meets the needs of Ontario residents and industry at reasonable prices in a manner consistent with the protection of the environment. To fulfill this responsibility, the ministry works with other ministries, agencies of the government, and with the energy sector.

Organization

The ministry is organized into one branch – Legal Services – and three divisions – Communications and Management Services, Policy and Planning, and Programs and Technology.

Divisions

Legal Services Branch

Counsels the ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. Also represents the ministry before tribunals and provides other general legal services.

General Classes or Types of Records

Contain legal records described in the introduction to this directory, with the following addition.

National Energy Board Hearings

Communication and Management Services Division

Provides communications services and services to support effective management of the ministry's resources. The division comprises the Communications Services Branch and the Management Services Group. The latter includes the Office of the Comptroller, Staff Services Group, Information Systems and Resources, Evaluation and Audit, and Affirmative Action sections. The personnel function is carried out by the Ministry of Treasury and Economics.

General Classes or Types of Records

Contain general administration and operations records in addition to the following.

Conferences
French-Language Services
Media Relations
Public Relations
Seminars and Workshops
Tradeshows and Special Events

Manuals

Used by Staff Services staff as authority for section procedures.

Staff Services Procedures

Policy and Planning Division

Responsible for the development, review and presentation of policies and priorities related to the supply, demand and pricing of all forms of energy. Also responsible for the analysis and collection of available energy information to provide a framework for policy and program initiatives. The division consists of the following sections: Oil and Gas; Electricity; Economics and Forecasts; and Finance, Rates and Utilization.

General Classes or Types of Records

Contain information and data relating to energy policy development.

Companies and Utilities (operations, financing, rates)
Consumer Service
Crude Oil
Development of Alternative Fuels
Energy and Economic Supply-and-Demand Analyses
Energy Conservation Policy
Energy Contingency Planning
Energy Policy
Energy Supply, Demand and Pricing Analyses (by fuel type
– gasoline, hydroelectric, natural gas, nuclear, oil; by
sector – residential, commercial, industrial, transportation)
Energy Taxes
Energy Utilization
Environmental Issues (acid rain, nuclear health and safety,
nuclear waste)
Forecasting (energy demand, prices, economics)
Hydroelectric Development
Incentives and Subsidies
Natural Gas
Nuclear Stations (operations, planning, safety)
Petrochemicals
Petroleum Refining Industry
Planning (including generating plants, transmission lines)
Regional Analysis (including remote/northern; Native affairs)
Regulatory Affairs
Transportation of Energy (pipelines, electricity)

Programs and Technology Division

Develops programs and activities to encourage the development and use of conservation, demand management and alternative energy options. The division maintains expertise and awareness in energy technologies, products and services, and provides assistance to government, municipalities, industry, and the general public. Management of programs and provision of information is the responsibility of four operational sections: Consumer and Buildings Conservation Programs; Industry and Transportation Energy Programs; Energy Technology Development; and Alternative Energy Development.

General Classes or Types of Records

Contain information and data on energy-efficient residential, industrial, and transportation equipment, processes, and management.

Advanced Energy Systems
Agriculture
Alternate and Renewable Energy Technology
Aquaculture
Biotechnology
Building Systems
Cogeneration (steam and electricity)
Consumer/Residential Programs
Electric Vehicles
Electrotechnology
Energy Codes and Standards
Energy Conservation and Management
Energy Conservation Equipment
Energy Education
Energy Technology Development and Transfer
Energy Use
Fuel Conversions
Fuels and Fuels Research
Heating Systems
Industrial Energy Technology
Nuclear Technology
Public Institution Programs
Small Hydro
Transportation Energy Technology
Transportation Fuels

Affiliated Agencies

Board of Valuation

In cases of dispute, the Board of Valuation determines compensation for damage to private property caused by Ontario Hydro.

General Classes or Types of Records

Contain claim files.

Ontario Energy Board

The Ontario Energy Board has jurisdiction over energy-related matters including: regulation of natural gas rates;

municipal franchise approvals; hydrocarbon pipeline construction and related environmental concerns; expropriation for utility access; and control of utility accounting procedures.

General Classes or Types of Records

Contain applications, hearings, and decisions of the board, with supporting documentation.

Energy Board Orders
Energy Board Rate Orders
Energy Board Reports
Natural Gas Facilities
Transmission Pipeline Orders
Uniform Accounting Orders

Access

Freedom of Information Administrator
Ministry of Energy
9th Floor, 56 Wellesley Street West
Toronto, Ontario
M7A 2B7
Telephone: (416) 965-6575

A public reading room for review of manuals and other information is open during regular office hours in the Information Resource Centre on the twelfth floor at 56 Wellesley Street West, Toronto.

Ministry of the Environment

Head

Minister of the Environment
15th Floor, 135 St. Clair Avenue West
Toronto, Ontario
M4V 1P5
Telephone: (416) 323-4360

Mandate

The ministry is responsible for achieving and maintaining a quality of the environment, including air, water and land, that will protect human health and the ecosystem and will contribute to the well-being of the people of Ontario.

Organization

The ministry's head office is in Toronto. The ministry is organized into four divisions, 17 branches and six regions. Programs are administered and services provided to the public by head office and 26 field offices.

Divisions

Office of the Deputy Minister

Responsible for the overall management of the ministry, internal planning and resource allocation. Reporting to the office are the ministry's four divisions: Corporate Resources; Environmental Services; Intergovernmental Relations and Strategic Projects; Operations; and the Communications and Legal Services branches.

General Classes or Types of Records

Contain information relating to overall management and planning.

Associations
Committees
Councils and Boards
Environmental Monitoring and Surveillance

Communications Branch

This branch provides information on the ministry's policies and programs to the public, client groups and the media. It establishes communications policy for the ministry and advises its branches on communications programs.

General Classes or Types of Records

Contain information on the planning, development and production of all print and audio-visual materials prepared to provide the media, general public and ministry client groups

with information on the policies, programs and activities of the ministry.

Legal Services Branch

Prepares legislation, regulations, Orders in Council and briefs for tribunal work and prosecutions; represents the ministry before courts and boards; provides advice on legal interpretations of statutes affecting ministry operations; and advises on or drafts ministry contracts and agreements.

General Classes or Types of Records

Contain information relating to legislation and legislative acts relevant to the ministry as well as advice provided to program and support branches.

Corporate Resources Division

This division identifies the ministry's broad program, research and resource needs; coordinates policy development and the effective management and utilization of the ministry's human and financial resources; provides financial, socio-economic and administrative support and systems development for ministry programs; and ensures compliance with Ontario's financial and administrative directives. The division consists of six branches: Policy and Planning; Human Resources; Financial and Capital Management, which sets the water and sewage rates for the province; Systems Information and Technology; Administrative Services, which coordinates the Freedom of Information program; Management Audit; and the French Services Office.

General Classes or Types of Records

Contain information and reports relating to ministry resources and activities as they apply to ministry programs, their conception, development and implementation.

Manuals

Provide specific guidelines to staff with responsibility for research contracts. Policies and guidelines issued to ministry staff and agencies.

Administrative Policy Manual
Environmental Policies and Guidelines
Instructions to Research Liaison Officers
Management by Results Guidelines
Operational Planning Guidelines
Strategic Planning Guidelines

Environmental Services Division

This division provides scientific, technical and laboratory services to support ministry programs and is responsible for the development and delivery of programs concerning air and water quality and waste management intended to protect the ecosystem and human health. The division consists of four branches: Air Resources; Water Resources; Waste Management; and Laboratory Services.

General Classes or Types of Records

Contain information and reports relating to scientific, technical and laboratory services in support of ministry programs.

Acidic Precipitation in Ontario Study
Air Monitoring
Air Quality and Meteorology
Blueprint for Waste Management
Contaminants
Contingency Plans
Criteria and Regulations
Emergency Response
Environmental Assessments
Great Lakes
Hydrology and Monitoring
Laboratory Information/Computer System
Land-Use Planning
Liaison with Water Quality Agencies and Organizations
Liquid Industrial, Solid, Biomedical, Hazardous Wastes
Municipal Sewage, Sludge and Waste Management Systems
Nanticoke Environmental Management Programme
Phytotoxicology
Radioactivity
Resource Recovery and Recycling
Source Separation
Sudbury Environmental Study
Technology Assessment
Test Centre
Vehicle Emissions
Waste Management Waybills
Waste Sites Identification
Water Quality (well water, ground and surface water)

Intergovernmental Relations and Strategic Projects Division

The division coordinates ministry participation in inter-governmental programs and develops and implements related strategic projects including acid precipitation, surveillance and abatement of projects affecting the Great Lakes and the Niagara, Detroit, St. Clair and St. Mary's rivers systems, and the development of environmental standards for hazardous contaminants. The division consists of the Hazardous Contaminants Branch, the Acid Precipitation Office, and the Intergovernmental Relations and Strategic Projects Office.

General Classes or Types of Records

Contain information relating to intergovernmental programs and strategic projects.

Acid Rain
Canada-Ontario Agreement
Chemicals
Contaminants
Detroit, St. Clair and St. Mary's Rivers
Energy
Great Lakes
International Joint Commission

Liaison with Federal and U.S. Governments, Other Agencies and Organizations
Niagara River
Pesticide Permits
Termite Control
Waste and Water Quality Data

Operations Division

The division is the operational and enforcement arm of the ministry, working in conjunction with the Environmental Services and Strategic Projects divisions. Investigates and enforces Ontario's environmental legislation; reviews and approves land-use and environmental projects such as sewage- and water-treatment facilities; reviews applications for funding municipal water and sewage works; carries out environmental assessments of proposed undertakings; and is responsible for project management and engineering, and the reporting, surveillance and clean-up of spills and other environmental emergencies. The division consists of six regions with 26 field offices throughout Ontario and four branches: Environmental Approvals and Land Use Planning; Environmental Assessment; Project Engineering; Investigations and Enforcement; and the Spills Action Centre.

General Classes or Types of Records

Contain information relating to operational and enforcement activities of the ministry.

Aerial Photography
Application for Grants
Approval or Disapproval of Grants
Certificates of Approval and Supporting Documentation
Complaint Investigations
Compliance with Conditions of Approval
Contingency Planning
Contract Documents (re water and sewage works)
Cost Database for Water and Sewage Systems
Emergency Response
Engineering Agreements, Fees, Hourly Rates
Environmental Assessment Reviews
Financial Statements re Tenders
Formal Comments on Environmental Approvals for Water and Sewage Plants (Part V)
Industrial Applications for Approval
Investigation and Enforcement Activity
Land-Use Planning Reviews
Liaison with Municipal, Provincial, Federal and U.S. Agencies
Licences for Haulers and Installers
Licences for Pesticide Vendors, Operators and Exterminators
Noise Studies and Reports
Notices of Appeals and Decisions
Proposed Regulatory Measures
Sewage and Water Systems Projects

Manuals

Issued as required by the operational units of the division to assist those interested in specific programs, projects and services provided by the ministry.

Acoustical Technology Training Courses
 Approval of Noise Sources
 Contingency Planning
 Guidelines for Design of Water- and Sewage-Treatment Works and Systems
 Guidelines for Private Sewage-Disposal Systems
 Land-Use Plan Review Handbook
 Ministry of the Environment Environmental Assessment Reviewer's Manual
 Municipal and Private Guidelines and Procedures (water supply and sewage infrastructure)
 Municipal Environmental Planning Series (Environment Ontario and Municipal Planning, Air Pollution Considerations for Municipal Planning)
 Nanticoke Industrial Influence Area
 Noise Prediction from Road Traffic, Rail Traffic, Aircraft

Affiliated Agencies

Board of Negotiation

As the final authority within the ministry, the board may influence claims settlements in cases where economic loss has occurred as a result of damage to vegetation or livestock from contaminants discharged into the environment. The board is empowered to negotiate settlements between parties in such cases.

General Classes or Types of Records

None

Environmental Appeal Board

This board hears appeals of persons affected by decisions or orders of local health authorities or of the Ministry of the Environment, related to private sewage disposal, water and sewage, waste disposal, air and noise pollution, and pesticides.

General Classes or Types of Records

Contain information on the general administration and operations of the board.

Environmental Assessment Advisory Committee

This committee provides advice on matters relating to environmental assessment, including whether or not specified undertakings should be subject to the Environmental Assessment Act.

General Classes or Types of Records

Contain information on the general administration and operations of the committee.

Environmental Assessment Board

This board holds public hearings on the impact of major development proposals under the Environmental Assessment Act, the Environmental Protection Act, and the Ontario Water Resources Act. Under the latter two statutes, the board makes recommendations to the ministry's Director of Approvals who makes the ultimate decision. With respect to the Environmental Assessment Act, the board makes decisions which can only be changed or rescinded by the minister with the approval of the Lieutenant Governor in Council.

General Classes or Types of Records

Contain information on the general administration and operations of the board.

Environmental Compensation Corporation

This corporation assesses applications and authorizes payments to those who have experienced losses resulting from spills. It is also authorized to recover, on behalf of the beneficiary of compensation, the amount of the payment.

General Classes or Types of Records

Contain information on the general administration and operations of the corporation as well as spills incidents.

Farm Pollution Advisory Committee

This committee advises the ministry on specific situations when animal waste may be disposed of in accordance with "normal farming practices" which are exempt from certain provisions of the Environmental Protection Act. The committee investigates odour problems as well as water and noise pollution.

General Classes or Types of Records

Contain information on the general administration and operations of the committee.

Hazardous Waste Listing Advisory Committee

Pending membership designation, this committee would solicit public response to interim decisions of the ministry as to whether or not a waste substance should be listed as hazardous. It would receive correspondence commenting on these decisions at the request of the minister, advise the minister on the acceptability of interim listing or delisting decisions, and undertake any associated tasks and projects relating to the implementation of hazardous-waste regulations that the minister may request.

General Classes or Types of Records

None

Municipal Industrial Strategy for Abatement Advisory Committee

This committee receives and reviews draft regulations aimed at reducing the flow of toxic chemicals into Ontario's waterways from nine sectoral technical committees. Working with these committees, it provides advice and makes recommendations to the minister.

General Classes or Types of Records

Contain information on the general administration and operations of the committee.

Pesticides Advisory Committee

This committee advises the ministry on all matters related to the use of pesticides.

General Classes or Types of Records

Contain information on the general administration and operations of the committee.

Chemicals
Companies
Liaison with Provincial, Federal, U.S. Governments, Other
Agencies and Organizations
Pesticides

Recycling Advisory Committee

This committee advises the ministry on measures to promote the establishment of multi-material source-separation programs.

General Classes or Types of Records

Contain information on the general administration and operations of the committee.

Access

Administrator
Freedom of Information Office
Environment Ontario
5th Floor, 7 Overlea Boulevard
Toronto, Ontario
M4H 1A8
Telephone: (416) 965-4385

A public reading room for the review of manuals and other information is open during regular office hours on the main floor at 135 St. Clair Avenue West, Toronto.

In addition, public reading rooms are located at each regional office. Refer to Ontario Government Telephone Directory for addresses.

Ministry of Financial Institutions

Head

Minister of Financial Institutions
9th Floor, 555 Yonge Street
Toronto, Ontario
M7A 2H6
Telephone: (416) 963-0311

Mandate

The mandate of the ministry is to safeguard the interests of the public in dealings with the financial service sector and create a business climate that will enhance Ontario's competitive position in domestic and international markets. The ministry is responsible for the regulation, supervision and policy direction of financial institutions operating in Ontario.

Organization

The ministry's head office is in Toronto. The ministry comprises the Deposit Institutions Division, the Insurance Division, the Ontario Securities Commission, and the Pension Commission of Ontario. The Financial Disclosure Advisory Board and the Commodity Futures Advisory Board consult with and advise the Ontario Securities Commission.

Divisions

Office of the Deputy Minister

Provides staff support to the deputy minister. The French Language Services Coordinator and the Freedom of Information and Privacy Coordinator provide services to the ministry in their respective areas.

General Classes or Types of Records

Contain information relating to policy development, research, French-language services, legislation, Orders in Council, Cabinet submissions and administration.

Communications Services Branch

The Communications Branch supports both the Ministry of Financial Institutions and the Ministry of Consumer and Commercial Relations. It comprises the News and Information Section which maintains media liaison and produces consumer publications and news releases, and the Consumer Information Centre which answers public inquiries and offers support to consumer-education professionals.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Finance and Administration Section

The Finance and Administration Section comprises the Executive Coordinator's Office, the Investigations Branch, and a small administrative support group. It is responsible for the overall coordination of ministry administration and provides some administrative services to both the Deposit Institutions and Insurance divisions. Its Investigations Branch investigates suspected offences against various acts and gathers evidence for prosecutions and hearings. The Ministry of Consumer and Commercial Relations provides support services to the division under a shared-services agreement.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. Also contain information on investigations, prosecutions and hearings.

Legal Services Branch

Prepares legislation, regulations, and Orders in Council; institutes prosecutions and hearings; and provides advice on legal interpretations affecting ministry operations.

General Classes or Types of Records

Contain information on legislation, advice to program and support branches, prosecution and hearing matters.

Legal Opinions, Legislation, Regulations, Orders in Council
Notices of Appeals
Prosecutions, Hearings

Policy and Planning Branch

Prepares policy papers, Cabinet submissions and provides advice on policy issues affecting all areas of ministry operations.

General Classes or Types of Records

Contain information on policy issues.

Cabinet Submissions
Research

Deposit Institutions Division

The division regulates loan and trust corporations, mortgage brokers, credit union leagues, credit unions and cooperatives registered in Ontario. Regulation includes licensing, registration, and the examination of the financial and business practices of financial institutions. Comprises the Office of the Superintendent of Deposit Institutions, the Credit Unions and Cooperatives Branch, and the Loan and

Trust Corporations Branch. Responsibility for the Mortgage Brokers Act is in the process of being transferred from the Ministry of Consumer and Commercial Relations.

General Classes or Types of Records

Contain information on credit unions/caisses populaires, cooperatives, loan and trust corporations, and mortgage broker applications and inspections.

Corporations

Credit Unions/Caisses Populaires Bylaws (general company correspondence, examinations, cooperative corporations) Licensing

Loan and Trust Corporations Annual Regulatory Information (general company correspondence, statutory reports, new incorporations, proposed registrations)

Mortgage Brokers (advertising, applications, general company correspondence, financial statements, individuals, partnerships, corporations, inspections) Ontario Mortgage Brokers' Association

Manuals

Issued to Loan and Trust Corporations Branch staff.

Examination Procedures

Information and Technology Division

The division develops and supports corporate administrative policies, strategies and plans which encourage the effective use of information technology. It provides computer systems development services, information systems support services and facilities to the Ministry of Consumer and Commercial Relations and the Ministry of Financial Institutions, and provides advice and consultation on information-technology issues.

General Classes or Types of Records

Contain background material on technical strategies and policies and information on ministries' technical initiatives.

Application Feasibility Studies
Application Submissions and Reports
Corporate Technology Plans
Information Systems Documentation
Requests for Proposals, Tenders

Insurance Division

The division regulates insurance corporations, agents, adjusters and investment contract salespersons, and administers the Motor Vehicle Accident Claims (MVAC) Fund. Comprises the Office of the Superintendent of Insurance, the Insurance Operations Branch, and the Motor Vehicle Accident Claims Fund.

General Classes or Types of Records

Contain information on insurance operations and Motor Vehicle Accident Claims Fund accounts receivable.

Corporations

Insurance Operations (actuarial, examinations, company agreements and corporate minutes, general company correspondence, licensing, incorporating documents, reinsurance, security deposits)

Motor Vehicle Accident Claims Fund – Accounts Receivable

Manuals

Issued to Insurance Operations Branch and Motor Vehicle Accident Claims Fund staff.

Insurance Operations Examination Procedures

Motor Vehicle Accident Claims Fund Branch Administration

Affiliated Agencies

Commodity Futures Advisory Board

At the request of the Ontario Securities Commission, The Commodity Futures Advisory Board consults with and advises the commission concerning developments in the nature of commodity futures contracts, commodity futures options and manner of trading, the influence of trading in such contracts, and options on the economy of Ontario.

General Classes or Types of Records

Contain minutes of board meetings.

Financial Disclosure Advisory Board

At the request of the Ontario Securities Commission, The Financial Disclosure Advisory Board consults with and advises the commission concerning the financial disclosure requirements of the Securities Act and its regulation.

General Classes or Types of Records

No separate records are maintained by the board.

Ontario Securities Commission

Protects investors and ensures that they are informed; ensures the fair and efficient operation of Ontario's capital and commodity futures markets; assesses the honesty and reputation of those carrying on business in these markets and enforces minimum standards of conduct; and oversees the industry's self-regulatory organizations (The Toronto Stock Exchange, the Investment Dealers' Association of Canada (Ontario District) and The Toronto Futures Exchange). The commission ensures that any corporation issuing securities to the public in Ontario complies with the Securities Act, and that the trading of commodity futures in Ontario complies with the Commodity Futures Act.

General Classes or Types of Records

Contain information such as annual reports, press releases, material change reports, prospectuses, escrow agreements, applications, rulings and decisions, orders and receipts.

Canadian Over-the-Counter Automated Trading System
Statistics Chairman's Department Files
Escrow Dockets
Insider Trading Reports
Investigations
Legislation and Policies
Public Companies
Registered Firms

Manuals

Issued to Commodity Futures Branch staff.

Adviser Registration Guidelines

Pension Commission of Ontario

The commission administers the Pension Benefits Act, regulating most employer-sponsored pension plans for employees in Ontario; registers new plans; approves amendments; monitors funding and solvency; supervises plan terminations; and administers the Pension Benefits Guarantee Fund. Its mandate is to promote the establishment, extension and improvement of pension plans in Ontario.

General Classes or Types of Records

Contain information on pension plans registered, awaiting registration, or terminated. Also contain correspondence files.

Associations of Financial Intermediaries (Canadian Life and Health Insurance Association)
Associations of Professional Persons (Canadian Institute of Actuaries)
Associations of Supervisory Authorities (Canadian Association of Pension Supervisory Authorities)
Insurance Companies
Other Provincial and Federal Jurisdictions
Pension Benefits Guarantee Fund Administration
Pension Commission Meeting Minutes
Trust Companies
Unions

Manuals

Issued to ministry pension officers.

Annual Information Returns
Pension Plan Amendments
Pension Plan Investments
Registering New Plans
Statistics Canada Form Instructions
Valuation of Assets
Valuation of Liabilities
Wind-up Guidelines

Access

Freedom of Information and Privacy Coordinator
Office of the Deputy Minister
Ministry of Financial Institutions
9th Floor, 555 Yonge Street
Toronto, Ontario
M7A 2H6
Telephone: (416) 963-3671

A public reading room for the review of manuals and other information is open during regular office hours in the library on the first floor at 555 Yonge Street, Toronto.

Minister Responsible for Francophone Affairs

Head

Minister Responsible for Francophone Affairs
17th Floor, 777 Bay Street
Toronto, Ontario
M5G 2E3
Telephone: (416) 585-7000

Mandate

The Minister Responsible for Francophone Affairs provides the policy framework for the development of French-language initiatives and services throughout the government. The minister advises the government on, implements and promotes French-language services and recommends policies and administrative practices.

Organization

The minister carries out the mandate through two organizations – the Office of Francophone Affairs and the French-Language Services Commission.

Office of Francophone Affairs

Mandate

The office is the prime advisor to the government, through the Minister Responsible for Francophone Affairs and the Premier, on the development and implementation of French-language services and on relations with the Franco-Ontarian community.

Organization

The Office of Francophone Affairs comprises three branches: Ministry Services; Research and Policy; and Communications and Public Relations.

General Classes or Types of Records

Contain general administration records and public correspondence. All records are maintained and controlled by Cabinet Office.

Community Support Fund Grants List
French-Language Publications

Manuals

Provide staff with policy and procedural directives and guidelines concerning administration, program implementation, and information management.

Community Support Fund Administration
Directory of Franco-Ontarian Organizations
French-Language Services Complaint Procedures
French-Language Services Implementation Procedures
French-Language Services Rules and Procedures

French-Language Services Commission

Mandate

The commission reviews the availability and quality of French-language services and recommends the designation of public-service agencies and areas. It also recommends proposed exemptions of French-language services and changes to plans of government agencies for the provision of French-language services, making all recommendations public. The commission will dissolve in November 1989.

Organization

The French-Language Services Commission has five members appointed by Order in Council. Its office is in Toronto.

General Classes or Types of Records

Contain information on the activities and administration of the commission. All records are maintained and controlled by Cabinet Office.

Access

Coordinator
Freedom of Information
Cabinet Office
Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
Telephone: (416) 965-1945

A public reading room for the review of manuals and other information is open during regular office hours in room 381 of the Legislative Building, Queen's Park, Toronto.

Ministry of Government Services

Head

Minister of Government Services
12th Floor, Ferguson Block
77 Wellesley Street West
Toronto, Ontario
M7A 1N3
Telephone: (416) 965-1101

Mandate

The ministry provides the government with accommodation, information-technology and common corporate services, computer support for human-resource management, and real-property and mortgage-administration management services for various provincial housing programs.

Organization

The ministry comprises five program groups: Computer and Telecommunication Services; Corporate Services; Finance and Administrative Services; Human Resource Services; and Realty. A separate branch, Communications and Customer Services reports to the deputy minister. Head office is 77 Wellesley Street West, Toronto, and there are fourteen district offices throughout the province.

Divisions

Communications and Customer Services Branch

Responsible for internal and external communications activities including media liaison, official ceremonies, writing speeches and news releases, publications and legislative support. It administers the ministry's customer service program, the art collection, the employee suggestion program and the media studio in the Legislative Building.

General Classes or Types of Records

Contain background documentation and working papers for publications, speeches and reports.

Art Collection
Employee Suggestion Program

Computer and Telecommunication Services (CTS)

CTS provides government ministries with cost-effective information-technology services including computer pro-

cessing, data storage and computer centre management services. Telecommunication services include a government-wide computerized telephone system, teleconferencing, teletype and facsimile services, and radio communications systems.

General Classes or Types of Records

Contain technical information on software and hardware, vendor proposals, evaluations and contract agreements.

Computer and Controller Inventory
Telecommunications Network Equipment and Software
Vendor Proposals, Evaluations and Contracts

Corporate Services Division

Provides corporate support services promoting public access to government programs and services and coordinating government purchasing activities; and provides certain central common services.

General Classes or Types of Records

Contain information on the planning and management of acquisition and supply services (printing, stationery and office supplies, public tenders, collective purchasing, trucking and assets disposal), information services (government central switchboard, translations, mail services, government publications, records centre and public access services), and central common services, (cheque production and mailing, debts collection, official congratulatory scrolls, and insurance and risk management).

Government of Ontario Telephone Directory Database
Key Word in Context (KWIC) (index of programs and services)

Official Congratulatory Scrolls
Ontario Government Payment Records
Ontario Suppliers Information Service (OSIS)
Publications Inventory/Sales Records
Purchase Contracts
Surplus Assets Sales and Disposal
Tender Documents

Finance and Administrative Services Division

Responsible for internal support services including analysis and planning, legal, audit, systems, finance and office services.

General Classes or Types of Records

Contain the common administrative files as described in the introduction to this directory.

Manuals

Issued to staff to outline internal policies.

Ministry Policy and Procedure

Human Resources Services Division

Responsible for internal human-resource management services and certain corporate administrative services. Internal services include personnel and employment equity for women; corporate services include employee benefits and data services, employee services and the Corporate Human-Resource Information System (CHRIS) project.

General Classes or Types of Records

Contain information on general administration of the Integrated Payroll, Personnel and Benefits System (IPPEBS), Central Attendance Recording System (CARS) and operational support for the CHRIS project. Also contain information relating to medical education materials, internal safety services, evacuation plans for government buildings, and first-aid services for government employees.

Building Safety Codes and Inspection Reports
Childcare Centre and Resources
Ontario Government Employee Health Education

Manuals

Issued to ministry benefits coordinators to provide information on the entitlement of Ontario government employees to benefits.

Employee Benefits Guidelines

Realty Group

Responsible for planning, developing and managing government real property and accommodation and for administering the Ontario Mortgage Corporation (OMC). The group's activities include design and construction, property management, lands and mortgages dealings, portfolio and financial management.

General Classes or Types of Records

Contain information on operational planning, financing and statistics for projects, contractors' prequalifications and performance evaluations, land management and a library resource centre.

Acquisition and Sales of Real Property
Construction (bonds and claims, building drawings, contracts, engineering services, performance evaluations and tendering documents)
Inventory of Government-Owned and Leased Premises
Land Appraisals
Leasing Proposals and Contracts
Standards for Government Buildings (architectural, energy management, fire code, general and disabled persons)
Surplus Properties
Survey Plans and Field Notes
Vacant Space Listings

Manuals

Technical operating procedures and guidelines are issued to staff.

Realty Group Policy and Procedures

Affiliated Agencies

Ontario Mortgage Corporation (OMC)

Responsible for mortgage-lending and collection activities.

General Classes or Types of Records

Contain information on mortgage and lease administration and services, and accounting.

Land Planning and Development Projects
Mortgage Administration and Services
Mortgage and Lease Accounting
Special Ministry Program Materials

Manuals

Internal policy and operating procedures manuals are issued to staff.

OMC Loan Accounting Manual
OMC Mortgage Administration

Provincial Judges Benefits Board

Authorizes payments of benefits to provincial judges and administers the Provincial Judges Benefits Plan.

General Classes or Types of Records

Contain general administrative records.

Real Estate Advisory Board

The board advises the minister on real estate matters.

General Classes or Types of Records

Contain general administrative records.

Access

Freedom of Information Coordinator
Ministry of Government Services
3rd Floor, 77 Wellesley Street West
Toronto, Ontario
M7A 1N3
Telephone: (416) 965-3342

A public reading room for the review of manuals and other information is open during regular office hours on the third floor at 77 Wellesley Street West, Toronto.

Ministry of Health

Head

Minister of Health
10th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 2C4
Telephone: (416) 965-2421

Mandate

The ministry is responsible for ensuring the good health of Ontario residents by administering such programs as health insurance, care for the mentally ill, extended health care, home care services, drug programs, and the regulation of hospitals and nursing homes. The ministry also operates psychiatric hospitals and medical laboratories and coordinates ambulance services.

Organization

The ministry has six groups each headed by an assistant deputy minister, seven divisions, 25 branches and two units. Ministry programs are administered and the public is served directly by the head office in Toronto, the Ontario Health Insurance Plan (OHIP) head office in Kingston and field offices for each major program.

Divisions

Administration, Finance and Health Insurance

The group is responsible for program and divisional activities related to the administration of OHIP. It provides common administrative, financial, supply and auditing services to ministry programs; develops and maintains personnel practices and procedures; administers the Affirmative Action/Employment Equity program and the metric (SI) conversion project for the Ontario health system; and provides secretariat services to a number of affiliated agencies. The group comprises: Health Insurance Division (OHIP); Finance and Administration Division; Freedom of Information Office; Human Resources Branch; Audit Branch; and the Employment Equity Program (formerly the Affirmative Action Program).

General Classes or Types of Records

Contain information on audit policy, procedures, guidelines and internal administration, general administrative, financial and supply matters, policy and procedures for accounting, administration, supply, revenue control, systems development and operations, direction and administration of OHIP, access to health insurance coverage, premium collection,

insured-service delivery and claims processing, personnel administration, and advisory and staff-development services.

Budgets and Settlements for Funded Agencies
Corporate Planning and Programs
Daily Premium Receipts
Extended Health Care
Federal-Interprovincial Arrangements
Federal Transfer Payments
Fee Negotiations
General Hospitals – Salaries, Wages, Other Specific Expenditures
Group Premiums
Health Facilities
Homes for Special Care System
Institutional Policy and Registration
Insured-Service Fee Schedules
Interprovincial Hospital Reciprocal Billing System
Medical Claims – Adjudication
Medical Claims – Payment Processing and Policy
Microrecording Certificates and Documentation
Non-Group Premiums – Processing and Policies
Northern Health Travel Grant
Nursing Home Electronic Funds Transfer System
Ontario Drug Benefit Plan – Payment, Eligibility and Payment Systems
Ontario Health Insurance Plan – Financial Aspects (premium cashing, hospital payments, cheques, pay-direct and group chargeback, receipts, refunds, ledgers, authorizations, interim payments for physicians)
Out-of-Province Hospital/Physician Payment System
Payment Verification Systems Reports
Pharmaceutical and Medical Supplies – Procurement, Quality Control and Distribution
Physician/Practitioner Review
Physicians – Statistical Information
Practitioner Claims – Payment Processing and Policy
Premium and Eligibility Processing
Professional Governing Bodies
Provincial and Federal Health Grants – Payments
Provision of Health Services
Statistical Information and Reports
Systems Security
Vaccine Distribution Program (flu, rabies, etc.)

Manuals

Issued to staff and ministry managers to provide guidelines on administrative, financial and procurement policy and procedures and OHIP program delivery. Issued to clients to assist them in obtaining special services. Issued to Ontario psychiatric hospitals and laboratory services to provide policy on finance and accounting procedures and to practitioners, group subscribers and hospitals to provide guidelines on OHIP administrative and operational policies and procedures.

Claims Assessment
Collection Procedures
Facilities – Financial/Accounting Management
Facilities – Guidelines on Financial and Accounting Matters (vocational workshops, trusteeships, bank accounts and credit cards, canteen operations, patients' money and valuables, ward inventory control)

Input Specifications – 5¼" Diskettes
 Input Specifications – Magnetic Tape/8" Diskettes
 Medical Claims Processing Guidelines (vols. 1 and 2, medical rules)
 Metric (SI) Conversion for Hospitals – Guidelines
 Northern Health Travel Grant
 OHIP Administrative Policy (enrolment)
 OHIP Bulletins (practitioners)
 OHIP Guide for Group Administrators
 Ontario Drug Benefit Plan Guidelines
 Ontario Government Pharmaceutical and Medical Supply Services – Client Manual and Catalogue
 Out-of-Country Claims Policy
 Out-of-Province/Out-of-Country Claims Procedure
 Payment Systems (northern health, medical claims, nursing homes, OHIP premium cashing and refunds, Ontario Drug Benefit Plan, interprovincial hospital reciprocal billing, reconciliation)
 Payment for Out-of-Province Services
 Security Handbook and Manual

Communications and Information Branch

The branch promotes health programs and policies by providing information to the public, the media and health care providers.

General Classes or Types of Records

Contain information related to speech-writing, issues, annual reports, media memos, brochures, information packages, posters, educational materials, exhibits, advertising campaigns, and the production of displays and a wide variety of publications.

Creative Services Unit
 Public Information Requests
 Publications and Films

Community Health

The group is responsible for responding effectively to outbreaks of disease. It supports health units in the community; manages home care services, health service organizations and community health programs. Also responsible for detecting communicable diseases, ensuring high standards for medical laboratories and specimen collection centres, and coordinating and initiating plans and activities to promote healthy lifestyles. The group comprises: Laboratory Services Branch; Health Promotion Branch; and Community and Public Health Division including the Chief Medical Officer of Health.

General Classes or Types of Records

Contain information on testing used in the epidemiology of communicable diseases, laboratory licensing and inspection, design of health-promotion and disease-prevention programs; long-range disease-prevention and home care programs, Health Services Organization and Community Health Centres (HSO/CHC) agreements, placement coordination, toxicology, environmental health, disease control,

epidemiology programs and services, and special projects and statistics.

Area Medical Officers' Local Health Agency
 Chronic Disease Prevention
 Clinic Services Branch
 Communicable Diseases and Epidemiology, Returns and Reports
 Community Files (by discipline)
 Community Health Activity Resources Information Systems
 Community Health Protection
 Contingency Planning
 Dental Health Program Files and Indices
 Environmental and Occupational Health
 Environmental Assessment Reports
 Epidemiology
 Family Health
 Health of the Elderly Program
 Health Promotion Information
 Health Service Organization/Community Health Centres (HSO/CHC) Program
 Health Unit – Public Health Inspection
 Home Care Program – Correspondence and Financial Information
 Northern Ontario Public Health Service – Industrial Camps
 Northern Ontario Public Health Service – Inspection
 Laboratory and Tuberculosis Sensitivity Reports
 Laboratory Licensing and Inspection
 Laboratory Reports on Dairy and Related Products
 Local Health Agencies – Budgets
 Local Health Agencies – Veterinary and Public Health, Public Health Engineering
 Maternal and Child Health Program
 Milk Products and Pasteurization Plants Inspection and Monitoring
 Monthly Licence Renewal Schedules
 Monthly Reports of Laboratory Work
 Monthly Summaries of Milk Laboratory Reports
 Northern Ontario Public Health Service
 Nutrition Program
 Placement Coordination Services Program
 Public Health Education Program
 Public Health Engineering
 Public Health Interests (inspections, VD control, veterinary public health)
 Public Health Nursing Program
 Public-Interest Evaluation Reports
 Report of Notifiable Diseases to Statistics Canada
 Slaughterhouses and Meat-Processing Plants
 Special Health-Promotion Projects
 Summer Camp Licensing
 Swimming Pool Approval
 Task Forces and Project Teams
 Tuberculosis Statistics System
 Venereal Disease Clinics – Payments
 Zoonoses

Manuals

Issued to staff to provide guidelines on administrative and program policies and procedures. Issued to staff of local community and public health agencies involved in program delivery to establish local policies and assist in responding to complex issues. Issued to staff in regional public health laboratories and the central laboratory in Toronto to provide

guidelines for the uniform performance of tests (procedures and reporting) and to promote recommended safety procedures.

Administrative Policy and Procedures
Community Health Centre Program – Guidelines and Submission Procedures
Computer-Assisted Public Health Inspection – User's Guide
Computer-Assisted School Health Services – User's Guide
Health Services Organization Program – Operational and Related Processes
Laboratory Safety
Ontario Home Care Policy, Procedure and Administration
Procedures (biochemistry, clinical bacteriology, environmental bacteriology, mycobacteriology, mycology, parasitology, serology, virology)

Emergency and Special Health Services

The group provides a single focus for emergency health services in Ontario, a safe and rapid transit system to appropriate health facilities, and ensures the availability and supply of medically necessary drugs and specialized assistive devices and supplies to eligible residents. The group comprises the Ambulance Services Branch and the Drugs and Devices Division.

General Classes or Types of Records

Contain information on the licensing of ambulance operations, telecommunications and dispatching services, contingency and disaster planning, approved emergency vehicles and equipment, legislative policy, administration, technical, operational and claims information relating to drugs, emergency response services, inspection, licensing and standards concerning the provision of emergency health care, and the acquisition, use and cost of assistive devices.

Advanced Life-Support Program
Ambulance Fleet Management System
Ambulance Operations – Licensing and Inspection
Assistive Devices Program
Central Ambulance Communication Centre (CACC) – Implementation Plans and Schedules
Central Ambulance Communication Centre (CACC) – New Employee Orientation Program
Claims – Land and Air
Claims – Suppliers for Allergen/Oxygen
Complaints – Incident Reports
Conferences and Meetings – Committees, Associations, Societies, Colleges
Contingency Services Program
Disaster Planning and Emergency Response
Drug Benefit Formulary/Parcost Comparative Drug Index – Research and Background Material
Drug Legislation
Drug Specifications, Testing and Procurement
Drugs (records of drugs provided to nursing homes and homes for the aged)
Emergency Health Services – Disaster and Contingency Planning
Emergency Medical Care Assistant Program (EMCA)

Emergency Medical Resources Program
Equipment – Data and Research
Equipment – Review and Development
Health Service Providers
Information Systems Development
Manpower Planning, Development and Training
Manufacturers
Nursing Homes – Profiles
Ontario Ambulance Service Information System (OASIS) – Call and Dispatch Reports, Annual and Semi-Annual Reports
Operational Planning and Review
Other Jurisdictions – Correspondence, Acts and Regulations
Pharmacy Accounts, Participation Agreements, and Statistics
Pharmacy Claims and Updates
Policy, Planning and Program-Development Projects
Program-Delivery Review
Public Relations and Special Events
Quality Assurance
Telecommunications – Systems, Proposals, Research Development
Telehealth Program
Vehicle Data, Specifications, Research

Manuals

Issued to Ambulance Services Branch staff and to private operators to provide policies and procedures on ambulance operations, rules for dispatch, completion of reports, billing procedures for hospitals and procurement of approved equipment. A listing of publicly available drug benefits is issued to providers of the service. Administrative guidelines and operational policy and procedures manuals are issued to staff.

Air Ambulance Services – Policy and Procedures
Ambulance Services Branch – Equipment
Ambulance Services Branch – Operational Directives
Ambulance Services Branch – Policy and Procedures
Assistive Devices Program – Manual of Administration
Branch Security
Central Ambulance Communications Centre (CACC) – Policy and Procedures
Drug Benefit Formulary/Parcost Comparative Drug Index
Drug Quality and Therapeutics Committee – Administrative Guidelines
Emergency Care Program – Operational Directives
Emergency Medical Care Attendant (EMCA) – Study Guide
Emergency Patient Care
Generic Contingency Guide
Ontario Ambulance Service Information System (OASIS) AS5-D
Ontario Drug Benefit Plan – Billing Guide for Pharmacists
Ontario Drug Benefit Plan – General Guide
Pharmacy Agreement Directives

Institutional Health

The group is responsible for the provision of institutional health care services which include developing new and alternative approaches to and policies for funding institutional care, formulating budgets for capital and operating costs, obtaining consulting services, maintaining liaison with

institutions, and providing adequate, appropriate and efficient nursing-home care. The group comprises the Institutional Division and the Nursing Homes Branch.

General Classes or Types of Records

Contain information on the ministry's capital program, the administration of approved project grants, and the distribution of operating funds to hospitals and related facilities. Also contain information on programs in hospitals and health care facilities, the licensing and auditing of nursing homes, and proposals and incident reports.

Consultants and Advisors (administrative, financial, institutional operations, nursing)
Fire Inspection – Approved Homes
Fire Safety Consultants
Health-Care Facilities and Nursing Homes – Plans and Specifications
Health Resources Capital Construction Fund
Hospital Building Projects – Grants and Financial Assistance
Nursing Homes – Case Information (including inspections)
Nursing Homes – Plans and Specifications
Nursing Homes – Query System
Nursing Homes – Register and Reports
Nursing Homes – Resident's Complaints
Nursing Homes Compliance Plan Review
Physicians' Correspondence
Project Managers and Consultants
Proposals for Nursing-Home Beds
X-Ray Installation, Inspections and Plan Location (approvals, chiropractors, dentists, clinics, hospitals, podiatrists, others)
X-Ray Machines – Application for Ownership Registration

Manuals

Issued to provide guidelines on the operation of hospitals, construction projects, the selection of lighting and illumination levels for hospitals, control of legionellae, and environmental aspects of institutional health care facilities.

Guide for Electrical Systems in Patient Care Areas in Hospitals
Heating, Ventilation and Air Conditioning
Hospitals – Operating Policy
Hospitals – Planning
Illumination Systems in Hospitals
Recommendations for Control of Legionellae in Hospitals

Legal Branch

The branch provides general legal services.

General Classes or Types of Records

Contain information on health legislation, health appeals and provincial regulations.

Health Services Appeals – Health Insurance Act
Ministry of Health Legislation

Mental Health

The group is responsible for planning, developing and implementing policies and programs for the effective coordination and delivery of mental health services. It directs the operation of the ten provincial psychiatric hospitals; supports community mental health programs, alcohol- and drug-dependency programs and the Homes for Special Care Program; and supports the Clarke Institute of Psychiatry, the Addiction Research Foundation and the Ontario Mental Health Foundation. The group comprises the following branches: Mental Health Operations; Community Mental Health; and Mental Health Planning.

General Classes or Types of Records

Contain information on provincial psychiatric hospitals, programs of community mental-health services, alcohol- and drug-dependency programs, the Homes for Special Care Program, mental health proposals and plans, studies and surveys, task force and committee reports, and regional and statistical data.

Approved Homes – Certification
Boarding Homes – Contracts
Community Advisory Boards for Provincial Psychiatric Hospitals
Community Mental Health Services Program
Computerized Financial and Statistical Data
Homes for Special Care Program
Interministry Committees
Legislation and Regulations
Operational Planning and Review
Policy, Planning and Program Development Projects
Psychiatric Hospitals – Community Resources and Mailing Lists
Psychiatric Hospitals – Incident/Accident Reports and Analyses
Psychiatric Hospitals – Industrial Workshop Contracts
Psychiatric Hospitals – Preventive Maintenance, Safety and Inspection Logs
Psychiatric Hospitals – Program Planning and Inventory
Psychiatric Hospitals – Quality Assurance and Audit Reports
Psychiatric Hospitals – Referrals and Waiting Lists
Psychiatric Hospitals – Research, Special Studies, and Projects
Reports and Studies

Manuals

Issued to staff to assist in maintaining quality care for residents in homes for special care, approved homes and psychiatric facilities and to provide guidelines for ministry-funded community-based mental health, alcohol and drug programs.

Approved Homes
Community Mental Health Services Program
Homes for Special Care Program – Policy and Procedures

Policy, Planning and Systems

The group is responsible for the ministry's strategic, tactical and operational planning, the development of policy for the minister, the provision of secretariat support to the ministry's management committees, the coordination of management systems and information services, the dissemination of health care data, and the protection of the confidentiality of personal information. Also responsible for interprovincial and federal-provincial relations, French-language health services, and regional health care planning. The group comprises: Policy Development and Research Division; Information and Systems Division; District Health Council Program; and French-Language Health Services.

General Classes or Types of Records

Contain information on district health council meetings, annual conferences of action centres, internal statistical reports, summaries of programs in other ministries, analyses of district health council reports and meetings, systems projects, requests for information, tendering records, systems development, vendor information on communications and software technology, general statistics on expenditures and utilization, bursaries and fellowships, federal approval for the disbursement of funds, minutes of ministry meetings concerning policy matters and changes to regulations affecting monetary controls, policy development, corporate issues, and advice on federal-provincial and interprovincial health issues.

Action Centres – Conference Reports on District Health Councils
Allocation, Production and Resources
Analysis of Alternate Payment Arrangements – OHIP
Annual Return of Hospitals, Facilities and Services
Awards, Bursaries and Grants – Administration
Cabinet Committee on Social Policy – Meetings
Community Mental Health Services – Annual Report
Computer Systems – Documentation
District Health Councils – Area Health Services Committees
Documentation
District Health Councils – Area Planning Coordinators
Estimates and Actual Resources System
External Appraisers Registry
Health-Care Systems – Research Projects
Health Disciplines Coordination
Health-Research Personnel Committee – Registers
Hospitals and Facilities Rated – Bed Capacity
Incentive Grants – Applications and Agreements by Discipline
Labour, Material and Supervision (LMS) – Studies
Manpower Committee (health disciplines) Files
Medical Consents – Proposed Legislation
National Health Grants – Research Projects
Ontario Medical Association (OMA) – Retrospective Study on Fee Schedules
Projects (health-related information requests, health care delivery systems, computer and general systems, health manpower services)
Special Studies and Reports
Statistical Reports and Tabulations (OHIP enrolment, etc.)
Technology, Software and Telecommunication Vendors

Manuals

Issued to staff to provide policies and procedures governing district health councils, guidelines and procedures for addressing requests for personal information, and guidance on administrative and operational policies and procedures.

Corporate Policy and Procedures
District Health Councils – Administration
Guide for Evaluation of Final Reports
Health Care Systems Research – Criteria for Assessment
Health Research Personnel Applications
Incentive Grant Agreement – Physiotherapy Undertaking
Information and Systems Division (MSB) – Policy and Procedures
Information Resources and Services Branch – Confidentiality Procedures
Mobile Dental Coach Program – Policy and Procedures
Physiotherapy Bursary Program – First and Second Bursaries
Review Committee Procedures

Task Force on the Implementation of Midwifery

The task force examines and makes recommendations to the Minister of Health and the Minister of Colleges and Universities on the education of and practice arrangements for midwives in Ontario.

General Classes or Types of Records

Contain information on administration and information required to carry out specific projects and studies.

Background Documentation – Historical Descriptive Papers of Midwifery in Ontario and Other Jurisdictions
Briefs and Submissions to the Task Force
Fact-Finding Trips and Public Hearings (October 1986) of Task Force Members – Report
Midwifery Education and Practice in Other Jurisdictions
Statistical Data – Ontario and Elsewhere

Psychiatric Patient Advocate Office

The office provides advocacy services to patients in provincial psychiatric hospitals.

General Classes or Types of Records

Contain administration and policy records, information relating to community and advisory groups, and workshops and conferences held by the office.

Associations, Boards and Committees
Workshop Background Papers

Affiliated Agencies

Advisory Committee on Genetic Services

The committee examines and makes recommendations on genetic services, rationalization and coordination of services, access to quality care, staffing requirements, and financing.

General Classes or Types of Records

Contain information on hospital services, staff and budgets relating to genetic services. All records are maintained by the ministry.

Advisory Committee on Inborn Errors of Metabolism

The committee provides advice on newborn screening, findings of diagnoses and treatment programs for children with inborn errors of metabolism. It makes recommendations on programs for the prevention of mental retardation.

General Classes or Types of Records

Contain information on diagnosis and treatment programs for children with inborn errors of metabolism.

National Food Bank Information

Manuals

Issued to assist hospital staff, physicians and regional consultants to assist in implementing newborn screening programs.

Revised Guidelines for Newborn Screening for Phenylketonuria and Congenital Hypothyroidism.

Advisory Committee on Reproductive Care

The committee provides advice on integrated perinatal services, human-resource needs, statistical data, preventive health care, and basic clinical research into perinatal health.

General Classes or Types of Records

Contain information on perinatal centres, statistics, human resources and preventive programs.

Bi-Annual Report on Mortality (by various indicators, e.g., county)

Perinatal Centres

Regionalization of Perinatal Centres Programs

Assistive Devices Advisory Committee

The committee is responsible for policy development and service delivery for the Assistive Devices Program which pays approximately 75 percent of the cost of selected and

prescribed medical equipment and supplies for young people 22 years of age and under.

General Classes or Types of Records

Contain information on the activities of the committee.

Advisory Committee and Sub-Committee Minutes

Chiroprody (Podiatry) Review Committee

The committee makes recommendations to the general manager of the health insurance division on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Chiropractic Review Committee

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Dental Personnel Selection Committee

This committee selects and approves graduate dentists for the establishment of practice grants or contracts of service. The committee also selects and approves dental students for the dental bursary program and dental specialists (periodontists only) for the incentive program.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Dentistry Review Committee

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Denture Therapists Appeal Board

The board hears appeals of decisions made by the Governing Board of Denture Therapists concerning the registration of members and complaints from members or the public.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Drug Quality and Therapeutics Committee

The committee provides expert advice to the minister on medical, pharmaceutical, pharmacological and related matters. It recommends drugs for listing in the Ontario Drug Benefit Formulary and suggests products which should be legally interchangeable. The Drug Programs and Policy Branch of the ministry provides administrative support to the committee.

General Classes or Types of Records

Contain minutes of meetings, proposals for policy, evaluations and recommendations, reports on technical and clinical data obtained from drug manufacturers and product submissions for listing in the Ontario Drug Benefit Formulary. All records are maintained by the ministry.

Manuals

Issued to members of the committee by the Drug Programs and Policy Branch.

Drug Quality and Therapeutics Committee Administrative Guidelines

Funeral Services Review Board

The board hears appeals of decisions made by the Board of Funeral Services concerning the registration of members and complaints from members or the public.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Healing Arts Radiation Protection (HARP) Commission

The commission oversees matters pertinent to the Healing Arts Radiation Protection Act, advises the minister on x-ray safety, and approves courses.

General Classes or Types of Records

Contain minutes of the HARP Commission and the various advisory committees, and documentation of business covered in the minutes.

Advisory Committees (chiropody (podiatry), chiropractic dentistry, medical radiology, physics, radiological technology) – Minutes

HARP Commission – Minutes

Manuals

Issued to provide guidelines for radiation-technology users.

Healing Arts Radiation Protection Guidelines

Health Care Systems Research Review Committee

The committee reviews applications for research projects related to the organization of health services and the evaluation of health care in Ontario and makes recommendations on the scientific merit and relevance of such projects according to established ministry criteria.

General Classes or Types of Records

Contains information obtained from and listed under Policy, Planning and Systems on grant applications for health care research projects and the ministry's procedures for reviewing these. All records are maintained by the ministry.

Health Disciplines Board

The board hears appeals of decisions made by the College of Physicians and Surgeons, the Royal College of Dental Surgeons, the College of Nurses, the College of Optometrists and the College of Pharmacists concerning the registration of and complaints against members.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Health Facilities Appeal Board

The board holds hearings under the Ambulance Act, the Private Hospitals Act, the Health Facilities Special Orders Act, and the Healing Arts Radiation Protection Act.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Health Protection Appeal Board

The board hears appeals of orders of medical officers of health and public health inspectors under the Health

Protection and Promotion Act and the Immunization of School Pupils Act.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Health Research Personnel Committee

The committee reviews applications for health research personnel development awards and makes recommendations according to established ministry criteria.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Health Services Appeal Board

The board hears appeals of decisions made by the general manager of OHIP concerning practitioners' billing practices, payment of subscribers' claims, and requests for enrolment or continued enrolment. It conducts reviews under the authority of the Health Care Accessibility Act (s.5).

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Hospital Appeal Board

The board hears appeals of decisions made by hospital boards concerning the appointment of medical staff.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Laboratory Review Board

Under the authority of the Laboratory and Specimen Collection Centre Licensing Act, the board reviews proposals to refuse, suspend, revoke or impose conditions on laboratory licences.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Lieutenant Governor's Board of Review

Within six months of issue and annually thereafter, the board reviews all Lieutenant Governor's warrants served for the involuntary confinement of psychiatric patients.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Medical Eligibility Committee – Health Insurance

The committee reviews disputes concerning decisions of the general manager of OHIP on the medical necessity of a hospital or health facility service. The committee recommends whether or not the general manager should order payment for such service. The Professional Services Branch of OHIP provides secretariat services to the committee.

General Classes or Types of Records

Contain information on policy and procedures for hearing disputes and the administration of the committee.

Appeals Processing and Procedures
Committee Membership
Memorandum of Understanding of Members of Committee

Medical Personnel Selection Committee

This committee selects and approves graduate physicians for the establishment of practice grants or contracts of service. The committee also selects and approves medical students for the medical bursary program.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Medical Review Committee – Health Insurance

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Nursing Homes Review Board

As authorized by the Nursing Homes Act, the board holds hearings concerning licence disputes, and reviews decisions affecting nursing homes under the Health Facilities Special Orders Act.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Optomtery Review Committee

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Osteopathy Review Committee

Responsible for recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and for reporting on other referrals.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Professional Services Management Committee

The committee contracts qualified medical and dental practitioners and determines their salaries and terms of employment.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Review Board Under the Mental Health Act

The board holds hearings and reviews concerning patients of psychiatric facilities.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Access

Freedom of Information Coordinator
Ministry of Health
1st Floor, 7 Overlea Boulevard
Toronto, Ontario
M4H 1A8
Telephone: (416) 965-3550 or 965-3551

A public reading room for the review of manuals and other information is open during regular office hours on the seventh floor at 15 Overlea Boulevard, Toronto.

Ministry of Housing

Head

Minister of Housing
10th Floor, 777 Bay Street
Toronto, Ontario
M5G 2E5
Telephone: (416) 585-7111

Mandate

The Ministry of Housing is responsible for developing strategies to meet the need for affordable housing while encouraging the conservation of existing accommodation. Through the Ontario Housing Corporation, it provides rent-geared-to-income housing for low- and moderate-income households. The ministry also promotes residential construction and renovation in the private sector; assumes responsibility for the administration of rent-review legislation and the rent registry; and ensures safe and efficient building in Ontario.

Organization

The ministry is organized into four wings – Social Housing, Building Industry and Housing Supply, Rent Review, and Corporate Resources.

Divisions

Corporate Resources Management Wing

Provides administrative and financial services for the ministry and its Crown corporations as well as services for the Ministry of Municipal Affairs. Services include corporate policy and planning, operations review and audit, legal services, supply and office services, information technology, corporate and agency services, human resources services, and financial and employment equity services.

General Classes or Types of Records

Contain information on general administrative and financial matters of the ministry and its Crown corporations including internal audit, personnel policies and procedures, employment equity program, and information relating to the portfolio responsibilities of deputy minister.

Corporate Planning and Evaluation Material (strategic planning research and analysis)
Financial Material
Minutes (Crown corporations and advisory committees)

Manuals

Issued to managers to provide direction on administrative, financial, personnel and policies, procedures.

Accounting Procedures, Research and Development
Administration
Collective Agreement
Crown Employee Personnel
Employment Equity
Human Resources Procedures
Office of the Treasury

Social Housing Wing

In cooperation with other ministries and levels of government, the private sector, and non-profit and cooperative housing groups, the Social Housing Wing responds to the need for socially assisted housing in Ontario and ensures that low- and modest-income families, seniors, the disabled, and other eligible persons have access to affordable housing. It develops policies and programs covering all aspects of this market (e.g., delivery, maintenance, and property-management activities for the Ontario Housing Corporation (OHC)).

General Classes or Types of Records

Contain information on social-housing policies and a range of housing activities and programs.

Building Project Files (structures and drawings)
Committees, Commissions, Federations and Associations
Energy Systems and Conservation Materials, Technical Support
Housing Development Files
Housing Policy and Directives
Program Administration (Convert-to-Rent, municipal non-profit, Ontario Community Housing Assistance Program, Non-Profit Program, Rent Supplement Program, Low-Rise Rehabilitation Program, Ontario Home Renewal Plan)
Safety and Security Research and Guidelines
Technical Standards and Guidelines (development, conservation, maintenance and operation of modest housing)

Manuals

Issued to managers to provide guidelines on the administration of housing projects and programs.

Non-Profit Housing Project Development
Program Administration
Technical Guides and Manuals (conservation, maintenance of non-profit, social housing)

Building Industry and Housing Supply Wing

Responsible for research, policy development, education programs, and administration related to building regulations and inspections. Also provides advice and support services to municipal inspectors and users of the building and plumbing codes; administers the Ontario Building Code Commission and the Building Materials Evaluation Commission; formulates policy concerning rental and ownership of

housing in the public and private sectors; promotes residential construction and renovation in the private sector; and assumes responsibility for maintenance and preservation programs. The Building Industry Strategy Board is affiliated with this wing.

General Classes or Types of Records

Contain information on the administration of building regulations, maintenance and preservation programs, and housing programs and initiatives.

Administration of Building Code and Research
Administration of Building Commission
Building Industry Correspondence
Demonstration and Pilot Projects
Education and Training/Codes and Regulations
Housing Project Administration (Add-a-Unit, Granny Flats, Seniors' Equity Cooperative Project, Seniors Retirement Community, Home Sharing)
Housing Research Projects and Statistics

Manuals

Issued to educate users of the building code and assist managers in administering housing supply initiatives.

Administration
Education
Ontario Building Code and Illustrated Guides
Plumbing Code

Rent Review Wing

Administers the Residential Rent Regulation Act, 1986, which regulates rent increases in all private rental units in Ontario. Also responsible for Ontario's rent registry and the Rental Housing Protection Act.

General Classes or Types of Records

Contain information relating to the administration of residential rent regulation legislation, the operations of the rent registry, the control of demolitions and conversions, and associated policy education programs.

Administration – Regional and Local
Administration – Rental Housing Protection Act
Applications to the Residential Rental Standards Board
Applications under the Residential Rent Regulation Act, 1986
Education and Training
Financial and Technical
Residential Rental Unit Information (Rent Registry)

Manuals

Issued to managers and staff to assist in administering residential rent regulation legislation:

Rent Review Operating Guide

Affiliated Agencies

Building Code Commission Building Materials Evaluation Commission

The Building Code Commission resolves disputes regarding the interpretation of the technical requirements of the building code. The Buildings Materials Evaluation Commission examines, researches, and authorizes materials, techniques and building design where no criteria are set out in the code.

General Classes or Types of Records

Contain information on commission on hearings, authorizations for the use of innovative materials and techniques, and research documentation (e.g., test data and specifications) relating to the above.

Applications to the Building Code Commission
Applications to the Building Materials Evaluation Commission
Research Material/Techniques and Building Design

Building Industry Strategy Board

The mandate of the board is to revitalize all sectors of Ontario's building industry by establishing new markets, increasing productivity and streamlining regulations. It develops and implements strategies to achieve this goal.

General Classes or Types of Records

Contain research and analysis required to make recommendations which will contribute to the growth and development of the building industry, establish new markets, facilitate performance improvement, and guide the regulatory reform process.

Business Plan
Communications and Education Strategies
Construction Information Data Base
Research

Ontario Housing Corporation (and Local Housing Authorities)

The Ontario Housing Corporation provides and manages, through the local housing authorities, rent-geared-to-income housing primarily for families and senior citizens with low incomes and for handicapped persons and other eligible persons.

General Classes or Types of Records

Contain information on the administration and management of the social housing portfolio and on the administration of the Rent Supplement Program.

Administration
Elevator Services
Housing Authority and Corporate Budgets

Housing Authority Files
Operational and Technical Standards
Rent Supplement Administration

Manuals

Issued to managers and local housing authorities to assist in the administration of social-housing agencies.

Community Relations
Housing Authority Administration and
Ontario Housing Corporation Technical Standards
Operating Procedures

Rent Review Hearings Board

The Rent Review Hearings Board is a quasi-judicial body reporting to the minister. The board hears appeals from landlords or tenants who are dissatisfied with decisions resulting from the administrative review process.

General Classes or Types of Records

Contain information relating to the administration of the board and hearing files for appeals of a minister's order by a landlord or a tenant.

Appeal Process
Policy and Procedure Development

Residential Rental Standards Board

The board makes recommendations on the appropriate maintenance and occupancy standards for residential rental properties and on procedures for the administration and enforcement of standards. In cases where non-compliance with standards affects life, health or safety, the board may recommend penalties.

General Classes or Types of Records

Contain information relating to research and analysis required to establish long-term procedures to maintain residential rental properties at or above a minimum level of adequacy. Also contain information relating to cases in which non-compliance with standards affects the life, health or safety of occupants.

Residential Tenancy Commission

The Residential Tenancy Commission administers the Residential Tenancies Act which has been repealed. However, during a transitional phase, the commission will continue to hear proceedings commenced under that act and prior to December 31, 1986.

General Classes or Types of Records

Contain information relating to the management of the commission, legislation, legal opinions, investigations and prosecutions, the application process, the appeal process, administration and technical services.

Appeal Process
Applications for Rent Review/Reduction/Rebate
Customer Relations
Financial
Legal
Mediation

Manuals

Issued to commissioners to assist in interpreting the Residential Tenancies Act and related information, and to provide procedures for processing applications and public relations.

Application Processing
Residential Tenancy Commission Guidelines

Access

Corporate Secretary
Corporate and Agency Services
2nd Floor, 777 Bay Street
Toronto, Ontario
M5G 2E5
Telephone: (416) 585-6521

A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 777 Bay Street, Toronto.

Ministry of Industry, Trade and Technology

Head

Minister of Industry, Trade and Technology
8th Floor, Hearst Block
900 Bay Street
Toronto, Ontario
M7A 2E1
Telephone: (416) 965-1617

Mandate

The ministry encourages the growth and international competitiveness of domestic businesses; promotes and assists the formation of small businesses and the development of service-sector enterprises; promotes domestic and foreign investment in Ontario; draws companies into exporting; supports and develops trade; and encourages the introduction and application of new technology.

Organization

The ministry is organized into five divisions, 17 branches and a number of affiliated agencies. The general public and the business sector are served through 18 domestic and 13 international offices and the Jiangsu China Ontario Canada Science and Technology Centre.

Divisions

Communications Branch

The branch communicates the ministry's mandate, programs and services to a wide range of domestic and international markets, including the people of Ontario in general, the business community, investors and buyers.

General Classes or Types of Records

Contain information required to provide promotional, editorial and general enquiry support for ministry programs and services.

Editorial and Public Information
Foreign Delegations (incoming)
Industrial Achievement Awards
Publicity Mailing Lists
Selected Media Electronic File

Legal Services Branch

The branch provides general legal and counsel services to the ministry and its agencies.

General Classes or Types of Records

Contain information dealing with legislation and legislative acts related to the ministry as well as advice provided to program and support branches and to the ministry's agencies.

Legal Documents (sealed)
Loan Agreements

Premier's Council Secretariat

The Premier's Council Secretariat supports the activities of the Premier's Council whose mandate is to develop and recommend long-term economic strategies for industrial and technological development in Ontario and to coordinate the operation of the government's Technology Fund.

General Classes or Types of Records

Contain information related to the administration and coordination of the activities of the Premier's Council.

Centres of Excellence Program
Council Activity Reports
Council Minutes and Materials
Entrepreneurship Program
Technology Program

Premier's Council Technology Fund Secretariat

The Technology Fund offers financial assistance to Ontario corporations, research organizations, post-secondary institutions and government ministries for the stimulation of joint ventures in research, development, and technology applications in areas of strategic importance that will enhance the long-term competitiveness of Ontario industry.

General Classes or Types of Records

Contain information related to the Technology Fund and Centres of Excellence proposals, proponents, and the administration of program funds.

Centres of Excellence Proposals
Fund Proponent Information
Proposal Evaluations
Technology Fund Financial Status
Technology Fund Proposals

Employment Equity Program

Plans, develops, and coordinates the Employment Equity Program within the ministry.

General Classes or Types of Records

Contain general records as described in the introduction to this directory.

Administration Division

The division provides ministry management and operational planning and review services, budgeting and financial systems, personnel services, systems development, management and audit services to the operating programs of the ministry and to some of its agencies. Certain administrative services are also provided to the operating programs and to some agencies of the Ministry of Tourism and Recreation.

General Classes or Types of Records

Contain information on general administrative and financial matters, personnel policies and procedures, automated office systems and the ministry's financial and resource plan. In addition to the general administration records described in the introduction, the division and its branches maintain the following information.

Business Incentive Agreements
Company Profiles, Manufacturers, Exporters and Investors

Manuals

A detailed procedures manual is available to all staff.

Ministry Administration Manual

Industry and Trade Expansion Division

The division encourages the growth of productive employment and investment by expanding domestic and international trade, promoting investment opportunities and strengthening the province's international competitiveness by providing a wide range of consulting and information services to business and institutions.

General Classes or Types of Records

Contain information on foreign and domestic industrial investment, assistance to entrepreneurs immigrating to Ontario, export marketing, and trade with foreign countries.

Company Mergers and Acquisitions
Export Managers for Hire
Export Success Fund
Foreign Market Profiles by Country
Immigrants Skilled-Labour Employment
Industrial Development (municipal profiles)
Industrial Development (regional reports)
Industrial Investment (domestic and foreign)
Investment Canada Clients
Ministry Client Companies
New Plant/Plant Expansion Database
Program Delivery Information System
Tariff Information
Trade Expansion Fund
Trade Missions
Trade Research and Statistics

Small Business, Services and Capital Projects Division

The division stimulates employment and income opportunities through the effective development of Ontario's manufacturing and service-sector businesses, acting as an advocate for small business and services within government and providing advice and counsel in the development of and assistance for large-scale capital projects within the province.

General Classes or Types of Records

Contain information on manufacturing, services, marketing and product development opportunities available through ministry and Ontario government assistance programs, as well as those from other jurisdictions.

Industrial Energy Conservation
Manufacturing and Product Development
Ministry Client Companies
Ontario Inventors, Products and Processes Promotion
Small Business Advocacy
Small Business Management

Policy and Technology Division

The division is responsible for the planning and coordination of industrial, trade and technology policies for Ontario. It develops policies and programs to improve the growth and competitiveness of Ontario industries and foster regional industrial development and community economic adjustment. The division coordinates the administrative and financial requirements of the Technology Centres and Innovation Centres.

General Classes or Types of Records

Contain information on the development of ministry policy, programs and strategic planning, and research and evaluation of technology advancement for Ontario industry.

Advanced Technology Studies and Marketing
Economic Intelligence
Industrial Investment (domestic and foreign)
Industry, Trade and Service-Sector Information
Policies (industrial, innovation and technology, ministerial, science and trade)
Science and Technology Strategy
Standards and Metric Conversion
Technology Centre Operations

Northern Industry Division

The division acts as an advocate of industry in northern Ontario to boost economic activity in the region. It introduces and implements new initiatives designed to expand opportunities for employment and investment and coordinates programs with other ministries in the Ontario and federal governments.

General Classes or Types of Records

Contain general records as described in the introduction to this directory.

Affiliated Agencies

Innovation Ontario Corporation

Innovation Ontario Corporation offers financial and other assistance for new technology projects that have commercial potential but are not yet sufficiently developed to attract the established venture-capital investor.

General Classes or Types of Records

Contain information related to venture-capital investment to Ontario manufacturers for the development, manufacturing and marketing of innovative products.

Technology Advancement Proposals and Investments

Ontario Development Corporation Eastern Ontario Development Corporation Northern Ontario Development Corporation

The three development corporations assist in and encourage the development and diversification of Ontario industry and tourism by providing financial assistance, sites, facilities and services in two industrial parks, and technical, business and financial information and advice.

General Classes or Types of Records

Contain information on approval, disbursement and administration of loans to Ontario industry and tourism facilities as well as administration of the two industrial parks.

Client Insurance
Financial Advice and Services
Industrial Park Maintenance and Leases
Loan Cases (industry, small business, tourism and export support)

Manuals

Issued to agency staff.

Industrial Parks Procedures

Ontario International Corporation (OIC)

The OIC markets Ontario's public- and private-sector expertise internationally in major capital development projects; helps coordinate consulting, technical and educational training packages with appropriate Ontario businesses by acting as a government-to-government contact in foreign markets; and promotes and supports the marketing of Ontario government expertise and systems internationally.

General Classes or Types of Records

Contain information on resources available for, and in the marketing of, Ontario consultants, teachers and systems as

well as on the coordination of international capital-development projects.

Country Economic and Industrial Profiles
International Capital Projects and Proposals
OIC Client Companies
Ontario Education Resources and Expertise

Access

Freedom of Information Coordinator
Ministry of Industry, Trade and Technology
Information Centre
3rd Floor, Hearst Block
900 Bay Street
Toronto, Ontario
M7A 2E1
Telephone: (416) 965-3365

A public reading room for the review of manuals and other information is open during regular office hours on the third floor of the Hearst Block, 900 Bay Street, Toronto.

Ministry of Intergovernmental Affairs

Head

Minister of Intergovernmental Affairs
6th floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1C2
Telephone: (416) 965-1020

Mandate

The Ministry of Intergovernmental Affairs identifies and advances Ontario's interests and relations with the Government of Canada, the governments of the other provinces and territories and with foreign governments and their representatives in Ontario. In doing this, the ministry provides advice to the government on the conduct of Ontario's relations with other governments and on major intergovernmental issues; provides the government with a wide range of information on intergovernmental events, and activities in and beyond Canada; provides a number of services to other ministries including assisting them in the conduct of their relations with other governments; and undertakes a number of specific activities, such as arranging Royal and other major visits.

Organization

The ministry consists of five units: Federal-Provincial Relations; Information Services; International Relations; Office of Protocol; and Planning and Management Group. The ministry has staff in Ottawa, Quebec City, Paris, Tokyo and Frankfurt. The Ministry of Treasury and Economics provides some administrative services including personnel, accounting and purchasing services.

Divisions

Federal-Provincial Relations Branch

Provides advice to the government on broad corporate policy and procedures covering all aspects of Ontario's relations with the federal government and with other provinces and territories, as well as advice on specific issues and activities with a significant federal-provincial and interprovincial component. In addition, the branch coordinates Ontario's participation in major federal-provincial and interprovincial meetings and conferences such as First Ministers' Conferences and the annual Premiers' Conference; advises ministries on their relations with other governments within Canada; and manages Ontario's offices in Ottawa and Quebec City.

General Classes or Types of Records

Contain general policy and background material on federal-provincial and interprovincial matters, forums, and Ontario's offices in Ottawa and Quebec City.

Background Papers
Current Issue Items
Federal-Provincial Agreements
First Ministers' and Premiers' Conferences
General Policy Material
Interprovincial Agreements
Ontario-Quebec Commission for Cooperation
Ottawa and Quebec Offices – Records
Policy Advice

Information Services Branch

Coordinates media services, communications planning and services for ministry and major government-wide events such as Royal visits.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. Also contain information on official visits to the province and on the federal and provincial governments.

Biographies and Cabinet Lists
Photographic Records of Visits

International Relations Branch

Provides information and advice to the Government of Ontario on international events that may have an impact on the province, and identifies and advances Ontario's interests in the context of relations with federal departments responsible for international affairs, foreign countries and their diplomatic representatives in Canada and consular representatives in Ontario, and subnational foreign jurisdictions and international organizations. The branch also manages Ontario's International Disaster Relief Program including the International Disaster Relief Fund and provides overall direction to Ontario's twinning arrangement with the province of Jiangsu, China.

General Classes or Types of Records

Contain general policy and background material on international relations, the International Disaster Relief Fund, and twinning with the province of Jiangsu, People's Republic of China.

Background Papers
General Policy Material
International Disaster Relief Fund
Policy Advice
Twinning with Jiangsu, People's Republic of China

Office of Protocol

Provides operational, management and advisory services in organizing visits of dignitaries, public events, government

conferences and hospitality functions. Handles arrangements for all official visits to Ontario; administers the Government Hospitality Fund; and maintains liaison with diplomatic and consular representatives in Ontario. The Ontario Honours and Awards Secretariat is part of this branch.

General Classes and Types of Information

Contain information relating to the consular/diplomatic corps, official visits and events, the Ontario Government Hospitality Fund, the Ontario Honours and Awards Secretariat and specific protocol concerns.

Ceremonies
Conferences
Consular/Diplomatic Corps
Information on Protocol
Ontario Government Hospitality Fund
Ontario Honours and Awards
Public Events
Royal/State/VIP Visits

Planning and Management Group

Coordinates the planning and allocation of ministry resources; prepares the ministry's estimates; monitors and reports on expenditures, human-resource policies, and employment equity. Responsible for strategic planning in the ministry and for providing guidance on the impact and implementation of government-wide management policies and programs.

General Classes and Types of Information

Contain general administration records as described in the introduction to this directory.

Affiliated Agencies

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Province of Ontario Medal for Firefighters' Bravery Advisory Council

Selects recipients annually for the Province of Ontario Medal for Firefighters' Bravery.

Province of Ontario Medal for Good Citizenship Advisory Council

Selects recipients annually for the Province of Ontario Medal for Good Citizenship.

Province of Ontario Medal for Police Bravery Advisory Council

Selects recipients annually for the Province of Ontario Medal for Police Bravery.

Province of Ontario Medal for the Order of Ontario Advisory Council

Recommends recipients annually for the Order of Ontario.

Access

Freedom of Information Officer
Information Services Branch
Ministry of Intergovernmental Affairs
6th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1C2
Telephone: (416) 965-4706

A public reading room for the review of manuals and other information is open during regular office hours on the sixth floor of the Mowat Block, 900 Bay Street, Toronto.

Ministry of Labour

Head

Minister of Labour
14th Floor, 400 University Avenue
Toronto, Ontario
M7A 1T7
Telephone: (416) 965-4101

Mandate

The Ministry of Labour serves employees and employers by promoting sound industrial relations, safe working conditions and equality of treatment and opportunity in employment. Its programs are concerned with the rights and responsibilities of the individual worker, the rights and obligations of management and labour, and with ensuring health and safety in the work place. The ministry is assisted in its work by a range of specialized agencies, boards and commissions including the Workers' Compensation Board, the Ontario Labour Relations Board, the Quality of Working Life Centre, the Advisory Council on Occupational Health and Occupational Safety, and the Pay Equity Commission.

Organization

The ministry's head office is in Toronto. The ministry is organized into four divisions, 26 branches, three programs that report directly to the deputy minister, and 11 agencies, boards and commissions. Programs are administered and the public is served directly by head office and 18 district offices throughout the province.

Divisions

Deputy Minister's Office

The Employment Equity Program, formerly the Affirmative Action Program, reports to the Deputy Minister's Office and is responsible for promoting equal employment opportunity in the ministry. Also reporting to the Deputy Minister's Office is the Legal Branch which provides legal services, draft legislation and legal advice to the ministry on the interpretation and application of legislation; advises legislative counsel; acts as legal counsel to the ministry and the Human Rights Commission in inquiries and hearings under the acts; consults with branches on investigations; and conducts prosecutions.

General Classes or Types of Records

Contain information on the planning, development and coordination of employment equity programs within the ministry. Also contain information on regulations, prosecutions under the Occupational Health and Safety Act and the Employment Standards Act, civil litigation handled by Legal

Services, litigation handled externally, and general administration and procedures.

Quality of Working Life Centre

The Quality of Working Life (QWL) Centre is responsible to the Minister's Office. Its purpose is to promote and support the enhancement of the quality of working life of the people of Ontario through the initiation, implementation and monitoring of QWL projects in joint union-management settings, the education and training of individuals and organizations in quality of working life approaches, and the dissemination of written material.

General Classes or Types of Records

Contain information relating to various companies and unions and their involvement with the QWL Centre.

Project Files – Quality of Working Life Centre

Finance and Administration Division

Provides administrative support (e.g., financial management and analysis, administrative operations, communications, internal audit, human resources, management information systems, and ministry library and information services) to the ministry's operating branches.

General Classes or Types of Records

Contain general administrative information including financial budget, support services, personnel policies and procedures, communications materials and news releases, data-processing systems and ministry library holdings.

Financial Records (enforcement of Employment Standards Act)
Ministry of Labour Library Catalogue

Manuals

Issued to management staff to provide details of policy and procedures (staff relations, staff development and training, appraisals and enhancement of staff performance, and travel and moving expenses). Issued to ministry library staff to provide operating procedures for all library services.

Attendance Improvement
Library Procedures
Performance Appraisal
Policy and Procedures
Staff Development and Training
Staff Relations
Travel and Moving Expenses

Industrial Relations Division

The division promotes harmonious relations between employees and employers to help create and sustain a stable labour-management climate in the province. It pursues this objective through two major programs – the Ontario Conciliation and Mediation Service and the Office of Arbitration –

supported by professionals in research and analysis, technical services and occupational health and safety advisory services.

General Classes or Types of Records

Contain information on labour-management relations issues, the certification process, and reports, statistics and case studies relating to the conciliation and mediation processes.

Arbitration Case Files
Awards of Arbitration
Collective Bargaining Agreements (construction and industrial)
Conciliation Case Files, Index and Status Log
Conciliation, Mediation and Arbitration Reports
Employment Standards Appeals Files
Key Disputes and Strike Reports
Labour-Management Legislation, Policy Development and Recommendations
Ontario Human Rights Boards of Inquiry
Ontario Labour Relations Board Statistical Records
Requests for Mediation Assistance
Surveys and Statistical Studies (re policy, programs and legislation)
Union Certificate Files

Labour Policy and Programs

Responsible for developing new ministry policies and legislative initiatives and assessing the effectiveness of existing policies. Oversees the Policy Branch which initiates, develops and coordinates policy activities; prepares ministerial correspondence; and provides liaison with other ministries. Also responsible for the Employment Standards Branch, the Handicapped Employment Program, the Employment Adjustment Branch, the Office of the French Language Coordinator and, in matters related to workers' compensation, the Offices of the Worker Adviser and the Employer Adviser.

General Classes or Types of Records

Contain information on administrative policy and programs for all branches of the division, legal and economic analyses relating to legislation under the minister, labour policy issues, and federal-provincial agreements.

Director's Approvals and Special Permits
Employment Agency Licences
Employment Standards Act – Inquiry Correspondence
Fair Wage on Government Contracts
Federal-Provincial Agreements
French-Language Services Policy
Handicapped Employment Program – Client Groups
Handicapped Employment Program – Community Development
Handicapped Employment Program – Public Relations and Information Services
Industrial Standards Schedules
Labour Policy Analyses
Office of the Employer Adviser – Client Files

Research Studies and Projects
Terminations and Plant Closures
Vacation-with-Pay Trust Fund
Workers' Compensation Research Files

Manuals

Issued to managers and staff to provide details of administrative and operational procedures for those programs for which the division is responsible.

Employment Standards Act – Guidelines for Issuance of Permits and Approvals
Employment Standards Branch Operations Manual
Videotapes (training of summer students)

Occupational Health and Safety Division

Administers the Occupational Health and Safety Act and develops and administers regulations including those controlling exposure to toxic substances. Responsible for developing strategic and operational policies and for external relations respecting occupational health and safety. The Occupational Health and Safety Program is delivered through the following branches: Industrial Health and Safety; Mining Health and Safety; Construction Health and Safety; Policy and Regulations; Health and Safety Support Services; and Program Administration.

General Classes or Types of Records

Contain information on all matters of health and safety in the workplace, including fatal and non-fatal accidents and disease, hazardous and potentially hazardous conditions, toxic substances, and new toxic agents, mine-rescue officer training, case studies, inspections, investigations and prosecutions, program and policy development, and development of new legislation, and legislative changes.

Asbestos in Construction – Approval for Variance
Company/Employer, Environmental/Occupational Health and Safety Records
Designated Substances – Policy Development
Hazardous and Potentially Hazardous Environmental Conditions – Studies
Inspections and Investigations (including fatal and non-fatal accidents)
Medical Records
Medical Studies
Mine Rescue Program
Occupational Health and Safety Legislation
Plans and Drawings (mines, buildings and installations, and Policy and Planning drawing reviews)
Program and Policy Development
Prosecutions
Radioisotopic Licences
Registration of Employers in the Construction Industry
Royal Commission on Asbestos
Toxicological Reports of New Agents
Wire Rope Testing Results and Reports

Manuals

Issued to supervisors and field inspectors to provide details of policies, procedures and the day-to-day operations in the Occupational Health Branch and the construction, industrial, and mining health and safety fields.

Construction Safety Officers' Manual
Health and Safety Support Services Branch Manual
Industrial Health and Safety Officers' Manual
Mining Health and Safety Officers' Manual

Affiliated Agencies

Advisory Council on Occupational Health and Occupational Safety (ACOHOS)

Advises the minister on matters relating to occupational health and occupational safety and makes recommendations to the minister regarding ministry programs in occupational health and safety.

General Classes or Types of Records

Contain information on council projects and minutes of meetings.

Council Project and Task Forces Files
Minutes of Meetings

Agricultural Industry Advisory Committee

Advises the minister on matters relating to the application of employment standards legislation to agricultural workers, and on the development and modification of employment standards appropriate to the agricultural industry and its different sectors.

General Classes or Types of Records

Contain information on the activities of the committee.

Classification Rating Committees

Adjudicates grievances concerning position classification filed by persons employed in a managerial or confidential capacity.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Judicial Reviews

Crown Employees Grievance Settlement Board

Adjudicates employee organization and employer rights disputes including such matters as dismissals, suspensions,

other forms of discipline, working conditions and classification.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Judicial Reviews

Industrial Disease Standards Panel

Investigates possible industrial diseases; reports findings as to whether or not a probable connection exists between a disease and an industrial process, trade or occupation; creates, develops and revises criteria for the evaluation of workers' compensation claims; and advises on eligibility rules regarding compensation for industrial diseases.

General Classes or Types of Records

Contain information on the panel's activities.

Industrial Diseases Studies
Minutes

Labour-Management Advisory Committee

Advises the minister with respect to persons qualified to act as arbitrators and on matters relating to arbitration.

General Classes or Types of Records

Contain information on the committee's activities.

Ontario Labour Relations Board

Administers the Labour Relations Act, which entails certifying trade unions, appointing officers to mediate complaints of contraventions of the act, conducting hearings into unsettled complaints, granting remedial orders, issuing directions and declarations in cases of unlawful strikes and lock-outs, settling jurisdictional disputes, accrediting employers' associations and bargaining agencies, and certifying employee bargaining agencies in the construction industry, conducting arbitration hearings on grievances under construction industry collective agreements, terminating bargaining rights, and providing opinions to the minister relating to the authority to appoint conciliation officers or arbitrators.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Index
Court Proceedings
Legal Research
OLRB Reports Subscriptions
Solicitors' Precedents

Ontario Public Service Labour Relations Tribunal

Administers the Crown Employees Collective Bargaining Act and adjudicates matters referred to it by government employers, employee organizations or employees, such as representation rights, unfair labour practices complaints, bad faith bargaining, successor rights, alleged strikes and lock-outs, consent to prosecute, inclusions and exclusions of employees in bargaining units, exemptions from payment of union dues, and the duty of fair representation owed by employee organizations to individual employees.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Judicial Reviews

Pay Equity Commission

Comprises the Pay Equity Office which provides public education and complaint resolution and the Pay Equity Hearings Tribunal which provides for independent hearing in cases where agreement cannot be reached.

General Classes or Types of Records

As of September 1, 1987, Pay Equity legislation is pending proclamation. The commission is in the process of being constituted and there are no records.

Public Service Grievance Board

Adjudicates grievances concerning non-bargaining unit employees involving matters such as dismissal, suspension, other forms of discipline, merit increases, promotion and transfer.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Judicial Reviews

Workers' Compensation Appeals Tribunal

Hears, determines and disposes of all appeals from final decisions of the Workers' Compensation Board under the Workers' Compensation Act. The tribunal adjudicates and determines whether or not a worker's right to take court action is taken away by the act. It also considers appeals regarding access to claim files and an employer's right to require a worker to submit to a medical examination.

General Classes or Types of Records

Contain information on hearings before the tribunal.

Workers' Compensation Appeals Tribunal Decisions

Access

Information and Privacy Coordinator
Ministry of Labour
3rd Floor, 434 University Avenue
Toronto, Ontario
M7A 1T7
Telephone: (416) 965-0818

A public reading room for the review of manuals and other information is open during regular office hours on the tenth floor at 400 University Avenue, Toronto.

In addition, public reading rooms are located at selected locations throughout the province. Refer to the Government of Ontario Telephone Directory for addresses.

The Workers' Compensation Appeals Tribunal maintains a public reading room on the seventh floor at 505 University Avenue, Toronto (telephone: (416) 598-4638).

Liquor Control Board of Ontario

Head

Chairman
Liquor Control Board of Ontario
55 Lake Shore Boulevard East
Toronto, Ontario
M5E 1A4
Telephone: (416) 965-4901

Mandate

The Liquor Control Board of Ontario is a Crown Corporation incorporated under the Liquor Control Act (R.S.O. 1980, c.230). It controls and regulates the production, importation, distribution and sale of alcoholic beverages in Ontario; ensures uniform pricing of products; maintains quality control; and remits levies on alcoholic beverages to the federal and provincial governments.

Organization

The LCBO has a five-member board and three organizational groups – Administration, Finance, and Operations. Within these groups, there are six administrative and operating divisions.

Divisions

Executive Office

Provides support staff to the chairman, vice-chairman, legal counsel, and the executive vice-presidents of Operations, Administration and Finance.

General Classes or Types of Records

Contain information related to the responsibilities of the chairman, legal counsel and the executive vice-presidents. Also contain general administration records as described in the introduction to this directory.

Committee Meetings – Minutes and Opinions
Correspondence (government agencies, liquor industry, provincial liquor boards, public)
Industry Projects and Operations – Studies

Retail Division

The division is responsible for the operation of retail stores and warehouses. It comprises Retail Operations with five regional offices and Retail Support consisting of Marketing, Merchandising, Wine Services, and Duty Free Operations.

General Classes or Types of Records

Contain information on the administrative and financial aspects of retail operations including sales and financial records, product and inventory data, budget and expenses. Also contain general administration records as described in the introduction to this directory.

Administration Records (by store)
Customer Complaints
Customer Surveys
Private Stock and Sales
Product Displays
Products and Listings
Promotional Items
Purchases of Spirits, Wine and Beer
Receipts and Inventory (by store)
Refusal Reports
Sales and Financial Records (by store)
Special Occasion Permits

Manuals

Issued to provide guidelines on LCBO store policies and practices, administrative and financial procedures, and customer services.

Store Operations
Store Procedures

Finance Division

The division develops and maintains corporate financial systems for LCBO funds and assets; administers the government's pricing policies; develops cost justification standards; and performs post-project financial evaluations and brewery and winery audits. It comprises: Insurance and Risk Management; Product Pricing and Costing; General Accounting; Payroll; and Budget Control and Financial Analysis.

General Classes or Types of Records

Contain financial and accounting information and documentation on audit programs. Also contain general administration records as described in the introduction to this directory.

Accounts Payable and Receivable
Audit (wineries and breweries)
Banking
Committee Meetings – Minutes
Expenses
Financial Statements – Annual Reports
Insurance Claims
Internal Audit Methods – Special Studies
Payroll
Product Pricing
Special Studies and Review Projects

Manuals

Issued to staff to provide guidelines on accounting procedure.

General Accounting Procedures

Human Resources Division

The division develops and administers policies on human-resource development, employee relations, recruitment, job evaluation, records management, management and employee information, employee benefits, interpretation and negotiation of the Collective Agreement, government policies and legislation, grievance procedures, negotiations and related employee services. It comprises Staff Relations and Personnel Services (recruitment, classifications, benefits and compensation, records, human-resources planning and development, Affirmative Action Program, Health Centre, and employee assistance).

General Classes or Types of Records

Contain information on human-resource management, salary and benefits, employee training and labour relations.

Affirmative Action Program
Committee Meetings – Minutes
Employee Assistance
Employee Benefits
Job Classification and Salary
Labour Relations
Special Studies and Projects
Training Programs

Management Information Services

Provides management and information services (business systems, data management and computer operations), and technical resources. The division comprises: Management Information Services (MIS) Administration, and Information Services (business systems analysis, data management, systems development, systems support, central computer facility, information centre, and software support).

General Classes or Types of Records

Contain information on computer systems and facilities, data management, special projects, and standards and procedures.

Business Procedures – Special Project Studies
Central Computer Standards and Procedures
Committee Meetings – Minutes
Computer Facilities and Uses – Special Project Studies
Programming and Systems Standards
Systems Development Analyses

Support Services Division

The division provides corporate support and administrative services (security, purchasing, mail, printing, communications, planning, records management, forms design, and

property leasehold administration and construction). It comprises: Planning and Manuals Development; Security Services; Properties Management; Media Relations; and Administrative Services.

General Classes or Types of Records

Contain information on committee meetings, land purchases and leasing, planning, construction and maintenance, security, and special projects. Also contain general administration records as described in the introduction to this directory.

Agency Stores
Committee Meetings – Minutes
Land – Purchase and Leasing
Security
Store Construction and Maintenance
Strategic Planning
Studies and Projects

Manuals

Issued to staff to provide guidelines on administrative procedures, purchasing, and records management.

Administration
Purchasing
Records Management Policy and Procedures

Products and Distribution Division

Responsible for implementing the LCBO's listing policy, ensuring quality control in accordance with federal, provincial and LCBO regulations, buying products, managing inventory and ensuring transportation and warehousing services.

Committee Meetings – Minutes
Product Administration
Purchasing (wines and spirits)
Quality Control
Special Studies and Projects
Stock Movement

Access

Legal Counsel
Information and Privacy Administration
Liquor Control Board of Ontario
55 Lake Shore Boulevard East
Toronto, Ontario
M5E 1A4
Telephone: (416) 963-1858

A public reading room for the review of manuals and other information is open during regular office hours at 55 Lake Shore Boulevard East, Toronto.

Management Board of Cabinet

Head

Chairman of Management Board
7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Z6
Telephone: (416) 586-2011

Mandate

The Management Board of Cabinet is the committee of Cabinet responsible for coordinating the financial and administrative operations of the government. The board operates under the authority of the Management Board of Cabinet Act. It officially represents the government of Ontario as the employer of its public servants.

Organization

Management Board of Cabinet is organized into two secretariats – the Management Board Secretariat, which provides staff support in matters related to the Management Board of Cabinet Act, and the Human Resources Secretariat, which provides staff support in matters related to the Public Service Act. The Civil Service Commission and five other affiliated agencies report to the Chairman of Management Board. Each of these organizations is described separately in this chapter.

Management Board Secretariat

Mandate

The secretariat provides staff support to the Management Board of Cabinet; manages the government's annual allocation process; prepares the annual estimates; and develops and promulgates management policies for general administration, organizational structure, and the acquisition and use of technology.

Organization

The secretariat comprises the Office of the Secretary and three operating divisions. Each division maintains its own administration and operations records. The holdings for each division are described in detail in the secretariat record schedules which are available to the public in the Management Board Secretariat reading room.

Divisions

Office of the Secretary

Provides staff support to the Secretary of Management Board who is the deputy minister equivalent in the Management Board Secretariat. The office handles all legislative matters; coordinates internal planning and allocation processes and common administrative support services for the secretariat.

General Classes or Types of Records

Contain administrative information for the secretariat as well as material related to special initiatives coordinated through the office.

Information Technology Division

Develops and supports corporate strategies and policies to encourage effective use of information technology in the Ontario government; advises Management Board of Cabinet and other Cabinet committees on the technology aspects of ministry program proposals; and manages the secretariat information systems. The division is organized into two branches: Policy Administration and Strategic Policy, and a Systems Development Office.

General Classes or Types of Records

Contain background material concerning technology strategies and policies as well as records related to ministries' technology initiatives submitted to Management Board.

Development and Implementation of Information Technology Strategies and Policies
Management Board Applications, Submissions and Reports Related to Information Technology

Management Policy Division

Responsible for the development and administration of management policies other than technology and personnel administration. Advises Management Board of Cabinet and other Cabinet committees on the management policy aspects of ministry program proposals. The division has four operational units – Policy Development and Operations Branch, Freedom of Information and Privacy Branch, the Advertising Review Board, and Corporate Initiatives.

General Classes or Types of Records

Contain information relating to the development and implementation of the administrative policies for which it is responsible. Also contain information related to the operations of the Advertising Review Board.

Administrative Policy Material
Advertising Review Board Competitions and Reviews
Applications re Advertising Competitions
Executive Position Control
Freedom of Information and Privacy Implementation

Management Board Applications, Submissions, Reports
Organizational Policy Material
Special Studies and Programs

Manuals

Provide directives and guidelines governing the management practices in government and the operations of the Ontario Agency of Record.

Management Board of Cabinet Directives and Guidelines
Ontario Agency of Record for Advertising in Ethnic Media
Ontario Agency of Record Manual

Programs and Estimates Division

Responsible for corporate expenditure control and the expenditure estimates process. Participates in the government's annual resource allocation process, and advises Management Board and other Cabinet committees on cost implications and results of ministry program changes and proposals. The division is organized into five branches: Resources Development; Education and Social Services; Justice and General Government; Expenditure Policy and Divisional Services; and Government Activity Review.

General Classes or Types of Records

Contain analyses and recommendations related to ministry programs or proposed programs, the background material concerning the annual allocation, estimates and results reporting processes, and the formal record of proceedings of the Management Board of Cabinet.

Annual Estimates Submissions
Management Board Applications, Submissions and Reports
Management Board Orders
Minutes of Management Board Meetings

Access

Information and Privacy Coordinator
Management Board Secretariat
6th Floor, Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Z6
Telephone: (416) 586-2000

A public reading room for the review of manuals and other information is open during regular office hours on the third floor of the Frost Building South, 7 Queens Park Crescent, Toronto.

Human Resources Secretariat

Mandate

In consultation with ministries, the secretariat develops personnel policies and programs concerning public servants, provides advice to Management Board of Cabinet on human resources management and acts on behalf of the board in collective bargaining and employee relations matters.

Organization

The secretariat is organized into two divisions and ten branches, one of which reports directly to the deputy minister. Head office is located at Queen's Park, Toronto.

Divisions

Corporate Services Division

Provides corporate services and policy direction to ministries in staffing, employment equity, education and French-language training as well as finance and administrative services for the Human Resources Secretariat. Within this division there are four branches: Administrative Services; Education Services; Employment Equity; and Staffing Services.

General Classes or Types of Records

Contain information on general administrative and financial matters, and computer and information systems for the Human Resources Secretariat, personnel services for both the Human Resources and Management Board Secretariats, the design and delivery of training programs, workshops and seminars, consultative services to ministries, French-language training, the development and review of staffing policies, and staffing programs management and administration.

Bilingual Testing Materials and Records
Consultation to Ministry
Course Design, Delivery and Cost Recovery
Delegation of Staffing Authority
Employment Equity Database
Government of Ontario Temporary Administration
Job Skill Test Development
Monitoring Reports and Statistical Records
Personnel Policies and Procedures
Position Description
Staff Development Policy
Staffing Issues, Policy and Program Development
Staffing Training Materials, Videos and Films
Student Employment Program
Training Materials, Videos and Films

Manuals

Issued to regional personnel offices to provide direction on conducting skills testing of job applicants and training of line managers in the staffing process.

Examiner's Manual for Typing, Shorthand and Dictaphone Tests

Instructor's Manual for the Staffing Training Program

Employee Relations Branch

Negotiates with public-sector unions on behalf of Management Board of Cabinet and coordinates occupational health and safety for the ministries.

General Classes or Types of Records

Contain information on collective bargaining and other employee relations matters, and the development and delivery of labour relations policy.

Arbitration Awards and Employee Benefits Negotiations
Arbitration Briefs and Awards
Collective Bargaining Negotiation
Occupational Health and Safety
Survey Information and Legislative Trends
Wage and Salary Survey

Planning and Development Division

Conducts research into the management of human resources; reviews ministry personnel planning proposals; coordinates recruitment, development and compensation for government executive employees; and establishes and maintains corporate programs for salary and benefits administration for government employees. Within this division there are five branches: Executive Management; Planning and Research; Benefits Policy; Pay and Classification; and Communications and Marketing.

General Classes or Types of Records

Contain information on the development and training of executive employees, the development and maintenance of the executive classification and compensation systems, the provision of services to ministries relating to the planning and implementation of executive re-organizations, employment policies and practices in the private and public sectors, ministry human resources plans and corporate human resources projects, the development and review of all policies and programs relating to benefits and pension plans in the Ontario public service, the policies and procedures governing the application and administration of the classification and pay systems, compensation training matters, the development and application of classification standards, and the communication of the secretariat's policies, programs and initiatives to the various client groups.

Benefits and Pension Plans Policy and Program
Development
Benefits Review Committees
Classification and Compensation Standards
Classification Policy and Program

Classification Standards Development and Project
Compensation Equity
Compensation Reports and Records
Compensation Training Materials, Videos and Films
Corporate Human Resources Project
Corporate Strategic and Operational Human Resources Plans
Delegation of Classification Authority
Executive Benefits
Executive Development and Training
External Recruitment Advertising
Human Resources Management Policy and Program
Insurance Plans Monitoring
Ministry Organization Charts Authority Description
Ministry Position Administration Activity
Ministry Strategic and Operational Human Resources Plans
Monitoring Reports
Pay Administration Policy
Quality of Working Life
Staffing Information
Topical and Job Mart Publications
Training Material and Employee Communications Files, Films and Videos

Manuals

Issued to administrators in personnel, payroll, administrative branches of ministries or line managers to provide detailed guidance and administrative direction on personnel policies and procedures, to ensure the correct application and administration of benefits and to provide standards for position evaluation.

Bargaining Unit Class Standards
Benefits Administrator's Manual
Class Salary Schedules
Executive Compensation Plan Job Evaluation Manual
Management Compensation Plan Evaluation Standards
Ontario Manual of Administration, Vol. 2

Affiliated Agencies

Civil Service Commission (CSC)

The Civil Service Commission, which consists of a chairman and four commissioners, monitors the performance of the government as an employer with emphasis on maintaining the merit principle. In addition, the commission is responsible for developing corporate values on matters such as conflict of interest and employee ethics.

General Classes or Types of Records

Contain information related to the administration and operation of the commission.

Civil Service Commission Annual Reports
Commission Meeting Minutes
Personnel Policy
Statistical Summaries of Certificates of Appointment to Government

Ontario Provincial Police Grievance Board

The Ontario Provincial Police Grievance Board is solely responsible for the adjudication of grievances and disputes concerning working conditions and terms of employment covered by the Memorandum of Understanding between the province of Ontario and the Ontario Provincial Police Association, the regulations under the Public Service Act and the Manual of Administration. The board is appointed by the Lieutenant Governor in Council and is composed of a chairman, one member designated by the Ontario Provincial Police Association and one member designated by the Solicitor General.

General Classes or Types of Records

Contain information related to the administration and operations of the board.

Grievance Decisions

Ontario Provincial Police Negotiating Committee

The Ontario Provincial Police Negotiating Committee is solely responsible for the negotiations between the Ontario Provincial Police Association and Management Board of Cabinet on matters relating to terms and conditions of employment including rates of remuneration, hours of work, overtime and other premium allowances for work performed, benefits, insurance plans, leaves of absence and the methods of effecting promotions, demotions, transfers, lay-offs and re-appointments. The committee is appointed by the Lieutenant Governor in Council and is composed of a chairman, three staff members of the Ontario Provincial Police and three civil servants representing the employer.

General Classes or Types of Records

Contain information related to the administration and operations of the committee.

Committee Meeting Minutes
Negotiation Agreements

Public Sector Pensions Advisory Board

The Public Sector Pensions Advisory Board provides the chairman of Management Board of Cabinet with information and advice on all matters relating to employee pensions in the Ontario public sector. The board also provides a focus for submissions on these issues from public employers, employees, unions, pensioners, plans administrators, trustees and other interested parties. The board is composed of ten members appointed by the Lieutenant Governor in Council, one of whom is designated as chairman.

General Classes or Types of Records

Contain information related to the administration and operations of the board.

Board Meeting Minutes
Pension Plans Policy and Program
Pension Reform
Survey Information and Legislative Trends
Research and Statistical Information

Public Service Superannuation Board

The Public Service Superannuation Board recommends payments of annuities, pensions and disability benefits to employees of the Ontario public service and rules on application in respect of past service credits and pension credit transfers under the Public Service Superannuation Act. The board is composed of four members appointed by the Lieutenant Governor in Council.

General Classes or Types of Records

Contain information related to the administration and operations of the board.

Cases

Access

Information and Privacy Coordinator
Human Resources Secretariat
3rd Floor, Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Z6
Telephone: (416) 965-1463

A public reading room for the review of manuals and other information is open during regular office hours on the third floor of the Frost Building South, 7 Queen's Park Crescent, Toronto.

Metro Toronto Convention Centre Corporation

Head

President and Chief Executive Officer
255 Front Street West
Toronto, Ontario
M5V 2W6
Telephone: (416) 585-8000

Mandate

The Metropolitan Toronto Convention Centre is a national and international convention, tradeshow and multi-purpose facility that was developed with the primary objective of promoting and facilitating events and activities that generate economic benefits to the city and the province. Additionally, the centre provides services and facilities to serve the needs of both provincial and local activities that promote community business.

Organization

The centre is organized into four divisions: Finance and Administration; Operations; Sales; and Food and Beverage. These report to the president and chief executive officer who, in turn, is responsible to the board of directors. Each division maintains its own administrative and operational files.

Divisions

Finance and Administration Division

Provides direction and management for the financial and administrative functions of the centre including: personnel; payroll; accounting; purchasing; credit; office services; and systems.

General Classes or Types of Records

Contain the necessary administrative and financial information to develop and implement management policies and procedures.

Corporate Policies
Credit
Finance
Government/Legal

Manuals

An administration manual outlining company policies and procedures is issued to senior management. A manual outlining standards and company rules and regulations is issued to all full-time staff.

A Guide for Employees

Operations Division

Coordinates the various departments under its control – Maintenance, Parking, Security, Cleaning, Communications and Event Services – as well as the contract services that contribute to the smooth overall functioning of the centre. Also provides liaison with and support to clients in planning, executing, and servicing their needs.

General Classes or Types of Records

Contain information on each department and its transactions with clients and contractors.

Centre Rules and Regulations
Clients
Contractors
Departments

Manuals

Each department issues a procedures manual.

Sales Division

Responsible for the marketing and sale of the centre in order to develop and maintain convention and tradeshow business from Canadian, American and international associations and corporations.

General Classes or Types of Records

Contain material necessary to fully service pending and potential clients' needs.

General Business Files

Food and Beverage Division

Major responsibility is to provide food and beverage of uncompromising quality to a broad market in the corporate and private sectors attending functions at the centre. Also responsible for the activities of the Stewarding Department.

General Classes or Types of Records

Contain general business information.

Access

Information and Privacy Coordinator
Metro Toronto Convention Centre
255 Front Street West
Toronto, Ontario
M5V 2W6
Telephone: (416) 585-8000

A reading room for the review of manuals and other information is open during regular office hours at 255 Front Street West, Toronto.

Ministry of Municipal Affairs

Head

Minister of Municipal Affairs
17th floor, 777 Bay Street
Toronto, Ontario
M5G 2E5
Telephone: (416) 585-7000

Mandate

The ministry is responsible for local government and community planning in the province. It ensures that municipalities have the legislative authority to respond to changing needs and provides management, administrative and financial support. The ministry encourages sound planning at the local level and renewal activity in municipalities through financial and technical assistance. It is also responsible for the Niagara Escarpment Commission.

Organization

The ministry is organized into two wings – Municipal Affairs and Community Planning – with 14 field offices and a central Corporate Planning and Coordination Unit reporting to the deputy minister. The Ontario Municipal Audit Bureau reports to the deputy minister in his capacity as chairman of the Ontario Municipal Audit Council. Each wing and the Niagara Escarpment Commission maintain their own administration and operations records.

Divisions

Corporate Planning and Coordination Unit

The unit coordinates policy and program planning, and maintains agency-ministry liaison.

General Classes or Types of Records

The Ministry of Housing provides central human-resource, financial, legal, communications and administrative services and maintains common administrative records as described in the introduction to this directory.

Municipal Affairs Wing

Maintains liaison between municipalities; provides analysis of organizational, functional and structural aspects of local government and financial analysis and advisory services to municipalities; administers transfer payments to municipalities; and oversees the promotion and operation of local government. Comprises seven branches, 10 field offices and a secretariat, which work with the 839 Ontario municipalities.

General Classes or Types of Records

Contain municipalities' demographic, financial, service- and program-related information, compiled from annually audited financial information returns and clerk's returns, on the Municipal Analysis and Retrieval System (MARS) database.

Agreements Between Municipalities
Consultants' Reports (municipal operations)
Grant Programs to Municipalities
Grants – Historical and Statistical Information
Municipal Boundaries Maps
Municipal Financial and Management Information
Ontario Municipal Board – Decisions and Resolutions
Provincial/Municipal Relations
Tax Registration Documents

Manuals

Issued to staff to provide directives and guidelines for the use of the MARS database, and relating to the criteria for grant applications, various financial and administrative functions of municipalities, and ministry programs.

Farm Tax Reduction Program Procedures
Field Services Operational Guidelines
Guidelines for Ontario Disaster Relief Assistance Program
Involvement in Municipal Administration 1986 – Guidelines
Managed Forests Tax Reduction Program Procedures
Tenant Taxes Program Procedures

Community Planning Wing

Responsible for effective land-use in Ontario, the Community Planning Wing ensures that municipalities are guided by sound planning principles. Administers planning legislation; advises municipalities and the public on all matters pertaining to the Planning Act; and provides grants and loans to municipalities and planning boards. Comprises five head office branches, an Office of Local Planning Policy and five field offices.

General Classes of Records

Contain information relating to community land-use planning and development.

Background Information on Community Planning Legislation
Grants to Municipalities for Commercial Improvement (Commercial Area Improvement Program)
Grants to Municipalities for Neighbourhood Improvement (Ontario Neighbourhood Improvement Program)
Grants to Planning Boards in the North (Planning Administration Grants Program)
Minister's Zoning Orders and Amendments
Niagara Escarpment
Official Plans and Amendments – Approvals (municipal and regional)
Official Plans and Amendments – Planning Areas in the North
Parkway Belt
Planning Studies
Policy Statements and Guidelines on Land Use

Research on Specific Land-Use-Related Projects
Subdivision and Land Severances – Approvals
Zoning Bylaws and Amendments – Municipal

Manuals

Prepared to assist staff in the administration of planning, approvals and grant programs, and in the administration and delivery of the Niagara Escarpment Plan and Parkway Belt Plan.

Commercial Area Improvement Program Administration Guide
Community Planning Grant
Ontario Neighbourhood Improvement Program Administration Guide
Planning Administration Grants
Plans Administration Branch (PAB) Planning Operations
Plans Administration Policies and Procedures, Vol. 2

Affiliated Agencies

Niagara Escarpment Commission

The commission maintains the lands of the Niagara Escarpment and vicinity as a continuous natural environment and ensures only development that is compatible with that environment. Head office is in Georgetown with two regional offices in Grimsby and Clarksburg.

General Classes or Types of Records

Contain information relating to land-use development in the Niagara Escarpment.

Applications for Amendments to the Niagara Escarpment Plan
Assessment Rolls
Contraventions of Commission Decisions or Use of Land Without a Permit
Decisions of the Commission
Development Permits – Appeals
Development Permits – Applications (various types of land development)
Environmental Surveys and Studies
Land Severances
Land Uses in the Niagara Escarpment (maps and aerial photographs)
Land-Use Recommendations and Policy
Task Force Reports

Access

Information and Privacy Coordinator
Ministry of Municipal Affairs
777 Bay Street
Toronto, Ontario
M5G 2E5
Telephone: (416) 585-7000

A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 777 Bay Street, Toronto.

Minister Responsible for Native Affairs

Head

Minister Responsible for Native Affairs
18th Floor, 18 King Street East
Toronto, Ontario
M5C 1C5
Telephone: (416) 965-1664

Mandate

The Minister Responsible for Native Affairs develops and coordinates government-wide Native Affairs policy and monitors the development and delivery of line ministry programs affecting Native people.

Organization

The Attorney General of Ontario is designated under an Order in Council as the Minister Responsible for Native Affairs. The Ontario Native Affairs Directorate supports the minister in carrying out his mandate.

Ontario Native Affairs Directorate

The office supports the Attorney General in his capacity as Minister Responsible for Native Affairs and as chairman of the Cabinet Committee on Native Affairs.

General Classes or Types of Records

Contain information on native affairs issues.

Aboriginal Communities
Aboriginal Constitutional Matters
Aboriginal Land Claims
Aboriginal Self-Government
Employment Equity
Environmental Issues
Financial Agreements
Government Correspondence
Indian Fishing Negotiations
Indian Policing
Native Economic Development
Native Education
Native Legal Matters
Social and Justice Issues

Access

Information and Privacy Coordinator
Ministry of the Attorney General
18 King Street East
Toronto, Ontario
M5C 1C5
Telephone: (416) 965-4836

A public reading room for the review of manuals and other information is open during regular office hours on the fourteenth floor at 18 King Street East, Toronto.

Ministry of Natural Resources

Head

Minister of Natural Resources
6th Floor, Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1W3
Telephone: (416) 965-1301

Mandate

To provide continuous social and economic benefits from both the development and the conservation of natural resources. To ensure the wise use of natural resources and protect life and property from forest fires, floods and erosion.

Organization

The ministry has a head office and a field organization. The head office comprises the Office of the Deputy Minister, the Administration Division and four program groups – Finance and Administration, Forest Resources, Lands and Waters, and Outdoor Recreation. The field organization is structured around a Northern Ontario Office and a Southern Ontario Office each with four regional offices. Each regional office maintains between five and eight district offices. The ministry also has a number of work and research stations and affiliated agencies.

The Mineral Resources Group, consisting of the Ontario Geological Survey Branch, Mineral Resources Branch and Office of the Mines Assessor, was transferred from the Ministry of Natural Resources to the Ministry of Northern Development and Mines in 1985. All enquiries about the records of this group should be addressed to the Ministry of Northern Development and Mines.

Divisions

Office of the Deputy Minister

The office provides staff support to the deputy minister in the areas of policy development coordination, land-use planning, and environmental assessment programs. Also responsible for briefing the minister and coordinating strategic planning for the ministry.

General Classes or Types of Records

Contain information relating to Cabinet, Cabinet committees, executive meetings and information on policy assessments formulated by other groups in the ministry, assessments and reviews of the delivery of land-use planning programs, the plan input and review program, environmental assessment

programs, and briefing material for the minister. Also contain general administrative records as described in the introduction to this directory.

Environmental Assessment
Intergovernmental Affairs
Lands and Waters – Policy and Analysis
Local Land-Use Planning Program
Outdoor Recreation – Policy and Analysis
Plan Input and Review Program
Resources Products – Policy and Analysis
Special Projects and Matters Arising in the House
Strategic Corporate Planning, Work Planning, Corporate Directions
Strategic Land-Use Planning Program

Manuals

Provide staff with guidelines on integrated land-use planning, resource management, and environmental assessment of ministry undertakings.

A Framework for Resource Management Planning
Construction and Mitigation Handbook for Class
Environmental Assessment Projects
Environmental Assessment Procedures Manual for MNR Activities
Field Environmental Planning Procedures and Guidelines for MNR Class Environmental Assessment Projects
Guidelines for Land-Use Planning
Plan Input and Review Handbook
Policies and Attitudes Towards the Generation and Use of Scientific Knowledge
Policy and Procedures Directives, Policy and Planning Secretariat

Administration Division

The division is responsible for administrative support and services for ministry programs. Comprises five offices: Communications; Legal Services; Management Planning and Analysis; Personnel Services; and Affirmative Action. Also includes the Finance and Administration Group which comprises four branches: Administrative Services; Financial Resources; Internal Audit; and Systems Services.

General Classes or Types of Records

Contain information relating to licenses, contracts, and agreements, media and community relations, litigation and legal services, occupational health and safety, and youth programs.

Accounts (land sales, land rentals, water power leases, timber licences, fish and wildlife licences, and mining licences)
Audio-Visual Materials (exhibits, displays, films, videotapes)
Bankruptcy Reports
Community Relations
Construction Lien Claims
Coroner's Inquests
French-Language Services
Litigation (accident claims, claims by the Crown (MNR), proceedings against the Crown, prosecutions, administrative tribunal hearings)

Mines (transferred to Ministry of Northern Development and Mines)
Occupational Health and Safety
Patents, Trademarks, Copyright
Publications Records
Regulations and Legislation for Acts Administered by MNR
Rehabilitation Security Deposits (pits and quarries, timber, mines)
Safety Information
Suppliers' Contracts and Agreements
Youth Programs (Junior Forest Rangers)

Manuals

Provide staff with policy, procedures and interpretation to comply with the Management Board Directives and Guidelines, salary schedules, the Public Service Act, the Public Service Superannuation Act, the Collective Agreement, the Integrated Payroll Pension Employee Benefits System and the Central Attendance Recording System.

Administrative Services
Client Services Contracts
Communications Services Policies, Procedures and Guidelines
Exhibits (sign design, visual identity and audio-visual manuals)
Expenditure Accounting System (revenue receiving and accounts receivable)
Finance, Planning and Evaluation
Hazardous Materials and Safety
Instructions to Issuers of Angling and Hunting Licences
Payroll User's Manual
Performance Measures System User's Guide
Personnel
Speech Builder
Staff Suggestion System Policy and Operating Manual
Work Program Planning and Procedures

Forest Resources Group

The group proposes and develops major long-term policies and priorities for the forest-management program; develops, plans and recommends action for program implementation and control including the sale and disposition of timber to meet provincial objectives and industry needs; and provides advice and information to the field to support the delivery of programs for stock production, tree improvement, pest control, private land, forest productivity and technology transfer.

General Classes or Types of Records

Contain information on legislation, policy, procedures, administration, audit, coordination and support services for forest production and practices, pest control, private-land forestry program control, and research on tree improvement and forest biomass.

Agreement Forests
Allowable Cut/Timber Depletion Calculation
Canada-Ontario Forest Resources Development Agreement (COFRDA) (summaries and program/project authorization)

Crown Timber Act and Regulations
Forest Industry Mill Licences/Returns
Forest Management Agreements (FMAs) (negotiations, withdrawals and reviews)
Forest Management Information System (FORMAGAIN)
Forest Production Policy (schedules, reports and records)
Forest Research Programs and Advisory Committee
Forest Resources Inventory (including aerial photography)
Main Office Audit Reports (operating companies, licences, agencies)
Pest Control Records
Private Land Forestry
Seed Collection
Silvicultural Assessment and Information System
Stand Improvement and Site Preparation
Stock Production Summaries and Records
Timber Licences and Related Documents
Timber Management Plans (production work and review schedule, areas harvested, and allowable harvest)
Timber Scaling
Tree Improvement and Tree Seed Program
Tree Species and Hybrid Poplar Program – Technical Development

Manuals

Issued to forestry staff on techniques, guidelines and technical standards, including survey, scaling, inspection and research activities.

Aerial Spraying for Forest Management
Cone Collection and Seed Orchards
Design Guidelines for Forest Management
Forest Ecosystem Classification for the Clay Belt Site Region
Forest Inventory Procedure for Ontario
Forest Regeneration Survey
Forest Resources Policy and Procedures Directives and Bulletins
Frost Hardiness Testing
Guide to the Identification of Poplar Clones in Ontario
Red Pine Plantation Growth and Yield Tables
Scaling Instructions
Silvicultural Manuals (equipment, species, working groups and records)
Timber Management Planning for Crown Lands in Ontario (1986)
Timber Sales Policy and Procedures Directives
Timber Scaling Status System – User's Guide
Woodlands Improvement Act Computer System Documentation

Outdoor Recreation Group

The group develops policies and programs to promote the recreational use and enjoyment of natural resources and the commercial use of fishery and wildlife resources. Fisheries Branch manages the fisheries resources of Ontario, including planning and coordinating commercial use and sport-fishing opportunities. Parks and Recreation Areas Branch is responsible for operations, planning and development in provincial parks. Wildlife Branch is responsible for research, management planning, and policy development relating to game and non-game species of wildlife, wetlands and commercial trapping.

General Classes or Types of Records

Fisheries records contain information on aquatic surveys, boating, the commercial fishing industry, fish production and stocking, public involvement, sport fishing opportunities, fisheries research and fishing regulations. Parks records contain information on the identification and management of park resources, and the development of park facilities. Wildlife records contain information on game and non-game species, their habitat and its management, and on hunting and trapping. Also contain information on the enforcement of various acts administered by the ministry.

Acid Rain

Agreements and Contracts with Agencies and Private Sector

Aquatic Invertebrate

Boating and Marina Records

Case Law and Transcripts

Commercial Fisheries and Bait-Fishing Reports

Community Wildlife Involvement Program

Conservation Officers' Records

Creel Census Reports, Fish Surveys, Yield Estimates

Crown Land Recreation (non-park areas)

Distribution of Fish Tags, Signs

Dynamics of Fish Populations (habitat control, age)

Electrofishing Field Data

Endangered Species

Enforcement Occurrence Reports

Environmental Assessment for Wildlife

Fish Culture Stations (plans, production, specifications)

Fish Disease, Hatchery Disease, Fish Nutrition, Distribution

Fur Management

Game Policy (habitat and management – big game, upland game, waterfowl)

Hatchery Stocking, Transfers and Shipments

Hunting and Trapping Policies and Education

Inland Waters – Inventory

Lake Survey Data, Summary

Law Enforcement

Native People's Fisheries

Non-Game Policy and Management

Ontario Fisheries Information System (OFIS) and Technical Reports

Predator Control (wolves, coyotes, dogs)

Provincial Park Planning (development, operations, design, permits)

Rabies Research and Testing

Research on Wildlife/Fish Species and Habitat

Socio-Economic Studies (statistics on parks users, anglers, hunters)

Strategic Plan for Ontario's Fisheries (SPOF)

Stream Survey and Assessments

Trapping, Traps and Snares

Visitor Services in Parks

Water Sampling Analyses

Wetlands Inventory and Policy

Wildlife Policy Development, Extension and Education Services

Manuals

Issued to staff to provide guidelines, technical information, standards and techniques for management, planning, operations and research. Parks, Fisheries and Wildlife branches

have general policies and procedures manuals as well as those listed below.

Big Game Mortality Assessment

Commercial Fishing Licence Conditions

Community Fisheries Involvement Program (CFIP) –

Guidelines for Program Implementation

District Fisheries Management Planning

Earth and Life Science Reports

Electrofishing Guidelines and Procedures

Enforcement

Field Data Book

Habitat (fish and wildlife)

Handbook of Fish Culture

Hunter and Trapper Education

Instruction Manual for Sampling and Field Titration

Parks Capital Maintenance Standards

Provincial Park Development (management and planning)

Provincial Parks Operating Standards

Seasonal Staff and Uniforms

Strategic Plan for Ontario's Fisheries (SPOF)

Wetlands Classification

Lands and Waters Group

The group is responsible for the management of Crown lands and waters, water-management services, the acquisition and disposition of public lands, and the operation of continuing land-management programs. Also responsible for the management of mineral aggregates, fuel minerals (particularly in southern Ontario), surveying, land-related geographical referencing, mapping, remote-sensing services and other computer applications. It provides financial assistance, particularly to the 38 conservation authorities; undertakes research; and participates in the negotiation of Native land claims and other natural-resource issues.

General Classes or Types of Records

Contain information on legislation, policies and programs related to land and water management.

Acquiring Lands (Inter-Property Management (IPM))

Acreage Tax Roll

Aggregate Commodity Studies

Canada/Ontario Shore Damage Survey Base Maps

Conservation Authority Policies

Crown Land Survey Plans (opinions, field notes, microfilm)

Flood Plain Mapping

Fuel Minerals Operations and Policy

Grants to Conservation Authorities – Policies and Allocations

Horizontal and Vertical Control Survey (monument record, reference sketches, computer data)

Hydrology, Hydraulics, Hydrometeorology – Technical Reports

Indian Reserves and Bands Resource Policy

Lake Planning

Land and Water Management-Planning and Technical Guidelines

Land Disposition Maps (G-Plans)

Land Index Listing (Domesday Book)

Land Titles (disposition documentation and applications, acquisition)

Lands and Waters Program Policies and Approvals
 Lands and Waters Training Program Files, Audio-Visuals
 Map Project (artwork, airphoto, negative film)
 Mineral Aggregate Resources Policy (MARP)
 Mining Lands – Abandoned Mines
 Mining Leases and Licences of Occupation Roll
 Native Land Claims (negotiations, historical research)
 Northern Ontario Resources Transportation Committee
 Ontario Land Inventory Maps
 Pits and Quarries – Procedures, Rehabilitation Studies
 Pits and Quarries Act – Enforcement
 Private Forest Road Agreements (Public Lands Act)
 Public Forest Roads (Public Lands Act)
 Railroad Crossings – General
 Remote-Sensing Technology
 Resource Access Policy
 Resource Management Planning
 Resources Inventory (studies and maps)
 Satellite Imagery (computer tape, microfiche)
 Watershed Reports
 Water Management (engineering and design, energy conservation)

Manuals

Issued to field staff as guidelines and technical instructions.

Canada/Ontario Flood Guidelines (implementation of the Damage Reduction Program)
 Instructions Governing Crown Land
 Map Production
 Name Ontario
 Resource Access Roads – Policy and Implementation
 Strategies and Guidelines
 Surveys and Plans

Southern Ontario Field Offices

Southern Ontario, with the northern administrative boundary of the French-Mattawa rivers, is headed by an assistant deputy minister responsible for the delivery of all ministry programs in southern Ontario. There are four regional offices and 21 district offices in southern Ontario.

General Classes or Types of Records

Contain information on the development, organization, administration and operation of programs in southern Ontario including the Niagara Escarpment.

Aquatic Weed Control
 Canada-Ontario Rideau-Trent-Severn (CORTS)
 Canoe Routes
 Capital Development and Maintenance
 Commercial Fish Buy-Outs
 Conservation Officers' Weekly Activity Reports
 Crown Land Survey Plans (opinions, field notes, microfilm)
 Dams – Operation and Maintenance
 District Cutting Licences and Forest Management Unit
 Records Financial Audits of Conservation Authorities
 Illegal Occupations of Crown land
 Map Project (artwork, airphoto, negative film)
 Mill Licence Reports
 Municipal Drains, Subdivisions

Niagara Escarpment Plan
 Ontario Land Inventory Maps
 Remote-Sensing Technology
 Resource Status Reports (predator control, game harvest, wild rice, etc.)
 Road Construction, Maintenance, Bridges
 Satellite Imagery (computer tape, microfiche)
 Southern Ontario Guidelines for Work Program Planning
 Southern Ontario Regional Issues
 Strategic Fisheries Plans (regions and districts)
 Tenders, Agreements, Service Contracts (parks)
 Transportation of Dangerous Goods
 Tree Nursery Station Records (stock, container seed, chemical research, operations)

Manuals

Field offices have adapted ministry manuals to reflect their specific requirements.

Northern Ontario Field Offices

Northern Ontario, with the southern administrative boundary of the French-Mattawa rivers, is headed by an assistant deputy minister responsible for the delivery of all ministry programs in northern Ontario. There are four regional offices, 26 district offices, and the Aviation and Fire Management Centre in northern Ontario.

General Classes or Types of Records

Contain information on the ministry's programs and responsibilities in northern Ontario and on the Aviation and Fire Management Centre which sets policy, operates and maintains a fleet of aircraft, and coordinates provincial fire management and related telecommunications systems.

Agreements for Aviation and Fire Control (federal, resource sharing, interagency, interprovincial, district)
 Air Transport, Airbases
 Aircraft and Water Bombers (acquisition, disposal, operation, etc.)
 Canadian Armed Forces Search and Rescue
 Canoe Routes
 Capital Development and Maintenance
 Chemical Fire Retardants
 China Project
 Commercial Aircraft Companies
 Communications Towers, Satellites, Licences
 Cottage Lot Program
 Crown Land Camping
 Dams – Operation and Maintenance, Generating Stations
 District Cutting Licences and Forest Management Unit
 Records
 Fire Decision Support System (detection, prevention, control operations)
 Fire Emergency Service (service centres, training)
 Fire Environment and Weather
 Fire Review Data (statistics, forest values)
 Flight Reports, Requests for Flying
 Law Enforcement (fire investigations)
 Lightning Locator Network
 Local Roads Boards, Cottagers Associations
 Mill Licence Reports

Northern Fire Protection
 Prescribed Burning
 Provincial Fire Centre Operations Plan
 Quetico Foundation
 Railway Crossings
 Remote Sensing
 Road Construction, Maintenance, Bridges
 Solid Waste Disposal
 Strategic Fisheries Management Plans
 Tenders, Agreements, Concessions
 Tourism – Lake Inventory
 Tree Nursery Station Records (stock, seed, research and operations)
 Unauthorized Occupations of Crown land
 Work Permits

Manuals

The Aviation and Fire Management Centre provide staff with guidelines, technical assistance, standards and operating procedures related to fire detection, suppression, training and attack, prescribed burning, and the operation and maintenance of aircraft. Regional offices have adapted other ministry manuals to reflect their specific requirements.

Affiliated Agencies

Crown Timber Board of Examiners

The board has three members and sets written and practical examinations in wood measurement to determine eligibility of and recommend candidates for scaler's licences.

General Classes or Types of Records

Contain information relating to the activities of the board.

Administration and Minutes of Board Meetings
 Recommendations to the Minister

Game and Fish Hearing Board

The board hears appeals concerning commercial trapping, fishing, and bait-fish licences and makes recommendations to the minister on whether or not a licence should be issued.

General Classes or Types of Records

Contain information relating to the activities of the board.

Appeals, Hearing Procedures
 Reports to the Minister

Lake of the Woods Control Board

The board has four members, one representing Canada, one representing Manitoba and two representing Ontario. Responsible for regulating the levels of the Lake of the Woods and Lac Seul and the flows of the Winnipeg and English rivers from the lake outlets to their confluence, and

for controlling the diversion of water from Lake St. Joseph to Lac Seul under specified conditions.

General Classes or Types of Records

Contain information relating to the activities of the board.

Basin Management Studies
 Board By-Laws, Policies, Procedures
 Correspondence – Board and Basin Affairs
 Flow and Level Records

Ontario Fisheries Advisory Council

As a citizens' advisory body to the minister, the council makes recommendations on and monitors expenditures of revenues from sport-fishing licences.

General Classes or Types of Records

Contain information relating to the activities of the council.

Administration and Minutes of Council Meetings
 Reports to the Minister
 Submissions from the Public

Ontario Forestry Council

The council recommends to the Minister of Natural Resources appropriate objectives, priorities and funding for forestry research in Ontario. Its ten members are chosen from universities and the private and public sectors.

General Classes or Types of Records

Contain information relating to the activities of the council.

Minutes (associated background documents and reports)

Ontario Geographic Names Board

The board investigates the background of geographic names and recommends names to be used on maps subject to the approval of the minister.

General Classes or Types of Records

Contain information relating to the activities of the board.

Compilation of Official and Non-Official Names of
 Topographic Features and Places
 Names Submitted and Approved

Ontario Renewable Resources Research Review Board

The board has a chairman and 11 members who are chosen from universities, government and private industry. Responsible for recommending and reviewing financing for renewable-resource research at Ontario universities and comparable institutions.

General Classes or Types of Records

Contain information on the activities of the board.

Board Member Review Comments
Consultation with External Reviewers
Funding Applications
Research Projects – Final Reports

Ottawa River Regulation Planning Board

The board has seven members and was established under the terms of a Canada-Ontario-Quebec Agreement. Responsible for the preparation and continuing review of policies, guidelines and criteria for the integrated management of the principal reservoirs of the Ottawa River Basin in order to reduce flood damage along the river, its tributaries and in the Montreal area. Also responsible for the coordination of inflow forecasting, flow routing and optimization models that will reduce flood damage while having the least possible impact on users of the basin.

General Classes or Types of Records

Contain information relating to the activities of the board.

Basin Management Studies
Correspondence – Board and Basin Affairs
Level and Flow Records

Provincial Parks Council

As a citizens' advisory committee, the council reports to the minister on matters assigned to it concerning policy, planning, development, and management of the provincial parks system.

General Classes or Types of Records

Contain information on the activities of the council.

Assignments – Background Material
Reports to the Minister
Submissions from the Public

Rabies Advisory Committee

The committee, established in 1979, advises the minister on the development of suitable vaccines against rabies and an effective system for vaccinating wild animals. The six members are chosen from the academic community and the fields of biology, health and agriculture. The secretary is a public servant with the Ministry of Natural Resources.

General Classes or Types of Records

Contain information relating to the activities of the committee.

Correspondence (contractors and others)
Proposals for Rabies Research and Progress Reports

Publications on Rabies
Reports to the Minister, Cabinet Submissions
Trials of Rabies Vaccine in Baits

Shoreline Management Advisory Council

The council, which has nine members, solicits public opinion about shoreline management, serves as a source of general information and assists in an advisory capacity to make recommendations to the Minister of Natural Resources on issues relating to shoreline management.

General Classes or Types of Records

Contain information relating to the activities of the council.

Administration and Minutes of Council Meetings
Annual Report to the Minister
Submissions from the Public
Reports to the Minister

Sturgeon River, Lake Nipissing, French River Watershed Management Advisory Board

The board has nine members, residents of the watershed area, who advise the minister on watershed management and public education about the watershed.

General Classes or Types of Records

Contain information on the activities of the board.

Engineering Reports

Access

Freedom of Information Coordinator
Policy and Planning Secretariat
Ministry of Natural Resources
Room 6440, Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1W3
Telephone: (416) 965-6371

A public reading room for the review of manuals and other information is open during regular office hours on the fourth floor of the Whitney Block at 99 Wellesley Street West, Toronto, and in the Public Information Centre on the main floor at this location. Manuals are also available in the reading area of the library (telephone: (416) 965-6319).

Niagara Parks Commission

Head

Chairman of the Niagara Parks Commission
2nd Floor, Oak Hall
7400 Portage Road South
P.O. Box 150
Niagara Falls, Ontario
L2E 6T2
Telephone: (416) 356-2241

Mandate

To preserve the natural integrity of Queen Victoria Park, the Niagara Parkway and other lands under its jurisdiction through restoration, preservation and beautification activities for the enjoyment of millions of yearly park visitors from all over the world, while simultaneously maintaining financial self-sufficiency.

Organization

The commission's head office is in Niagara Falls. The commission is organized into eight departments. Programs are administered and the public is served directly by the head office as well as by retail stores, food and beverage facilities, various attractions, campgrounds, historic sites, and golf courses, located throughout the areas under the commission's jurisdiction.

Divisions

General Manager

The general manager acts as secretary to the commission and is responsible for the overall operation of the Niagara Parks Commission which includes these departments: Administration; Accounting; Attractions; Engineering; Food Services; Horticulture; Public Relations and Advertising; and Retail Operations. Provides staff support to the chairman who reports to the Minister of Tourism and Recreation.

The assistant general manager assists the general manager in overall operation and is responsible for these administrative services: personnel; Niagara Parks Police; occupational health and safety; historic sites and buildings; golf shops; group tours; and switchboard and messenger service.

General Classes or Types of Records

Contain information on general administration, internal reports and information requests and inquiries from the general public, liaison with local municipalities and Ontario Government ministries.

Advertising
Annual Report
Applications for Privileges
Capital Works Projects and Major Maintenance
Commission Meetings (agendas, minutes, correspondence)
Concession and Rental Agreements and Correspondence
Development Within and Adjacent to Commission Lands
Drummond Hill Cemetery Records
Grants in Lieu of Taxes
Group Tour Files
Horticultural Practices and Procedures
Local Municipalities, By-Laws, Zoning
Niagara Falls Illumination Board
Niagara Parks Commission Concessions (internal reports and statistics)
Occupational Health and Safety (inspection reports, training)
Parking and Traffic
Police Files (permits, investigations, occurrences)
Properties Files (acquisitions, deeds, surveys, easements)
School of Horticulture Files
Special Events (tours, band concerts, film productions)
Water Rental (Ontario Hydro and Canadian Niagara Power Co.)

Manuals

Instructional in nature and supplied to appropriate police staff to outline correct procedures and areas of responsibility.

Police Officer's Handbook
Seasonal Officer's Handbook

Access

Information and Privacy Administrator
The Niagara Parks Commission
P.O. Box 150
Niagara Falls, Ontario
L2E 6T2
Telephone: (416) 356-2441

A public reading room for the review of manuals and other information is open during regular office hours at Oak Hall, 7400 Portage Road South, Niagara Falls.

Ministry of Northern Development and Mines

Head

Minister of Mines
Minister of Northern Development
10th Floor, 10 Wellesley Street East
Toronto, Ontario
M4Y 1G2
Telephone: (416) 965-3707

Mandate

The ministry's mandate is to stimulate economic and social development in northern Ontario, coordinate the policies and programs of other ministries to ensure that the special needs of northerners are addressed by the government, and encourage and regulate the orderly development and use of the province's mineral resources.

Organization

The ministry is organized into four divisions and 19 branches. It has offices in Toronto and a network of four regional offices and 45 field offices throughout northern Ontario. Plans are currently underway to relocate the Deputy Minister's Office, the Corporate Services Division, the Mines and Minerals Division, the Northern Development Division, and the Northern Transportation Division to Sudbury. A small staff group will remain in Toronto.

Divisions

Mines and Minerals Division

The division develops and administers mineral resources policies; maintains statistics on mineral economics; administers the Mining Act and the Ontario Mineral Exploration Act; undertakes geological, geophysical, and geochemical surveys, mineral deposit studies, and geochronology studies; develops new exploration techniques; compiles exploration reports, drill-hole logs, mineral deposit data, and rock chemical databases; and maintains a mines library. The division comprises: Mineral Development and Lands Branch; Ontario Geological Survey; two Mineral Development Branches (northeastern and northwestern regions); Land Management Branch; and Southern Ontario Group.

General Classes or Types of Records

Contain information on mines and minerals policies and programs.

Assessment Documents
Environmental Records
Geoscience Laboratory Analyses

Land-Roll Files
Market Analyses
Mineral Commodities
Mines and Minerals Policies and Options
Mining Claim Record Sheets
Project Proposals
Research Studies
Resource-Base Studies
Statistical Reports
Task Force Reports

Manuals

Issued to ministry staff and available to the public to provide guidelines on administrative procedures and operational policy.

Geoscience Laboratories Manual
Guide to Authors
Guide to Leaders of Field Parties
Guide to Legislation Affecting Mining in Ontario
Review Geologists' Guide

Northern Development Division

The Northern Development Division is responsible for policy and program development for northern Ontario. The division is subdivided into the Northeastern and Northwestern Regional Offices and includes the Policy and Program Development Branch. Thirty Northern Affairs Officers from the Regional and Community Development Branches and the Community Relations Branches in each regional office provide program-delivery and information services for northern Ontario.

General Classes or Types of Records

Contain information on policy, planning and procedures for all programs and economic and social activities delivered by the ministry. Also contain general information on federal and provincial programs.

Committee Reports
Policy and Planning
Program Files
Project Files
Public Surveys
Research Reports
Task Force Reports

Manuals

Issued to ministry staff and Local Services Boards to provide guidelines and interpretations for the Local Services Board legislation.

Local Services Board Accounting Manual
Local Services Board Operations Manual

Corporate Services Division

The division is responsible for external communications, customer services, financial management, corporate policy and planning, records management, library services, legal

services, centralized word-processing services, employee counselling and training, purchasing, mail services, office services, and administration. The division comprises: Communications Services Branch; Corporate Policy and Planning Branch; Financial Services Branch; Legal Services; Human Resources Branch; Relocation Project; Information Technology and Office Services; and Audit Services.

General Classes or Types of Records

Contain general administrative records as described in the introduction to this directory. Also contain information on financial, policy and planning matters, personnel policies, communications materials, and government programs.

Planning Files
Program Files
Project Records
Public Surveys
Staff Research Reports
Statistical Reports

Manuals

Issued to head office and branch staff to provide guidelines on administrative and operational policy and procedures.

Administrative Services
Financial Procedures
Human Resources

Northern Transportation Division

The division sets the priorities and funding for the Highway Construction Program and the Remote Airports Program in northern Ontario and provides rail, bus, ferry, air and telecommunications services to northern Ontario through the Ontario Northland Transportation Commission (ONTC).

General Classes or Types of Records

Contain information on policy and procedures for all programs, activities and reports concerning the ministry's transportation programs.

Commission Reports
Committee Reports
Program Files
Project Files

Affiliated Agencies

Geoscience Research Review Committee

The committee reviews and recommends approvals for grant projects.

General Classes or Types of Records

Contain information on general administrative matters and project proposals.

Northern Development Councils

These councils provide advice on regional economic and social matters concerning northern Ontario.

General Classes or Types of Records

Contain information on general administrative, policy and planning matters.

Northern Development Councils Chairmen's Advisory Committee

The committee receives information concerning the individual development councils and provides advice on issues affecting northern Ontario.

General Classes or Types of Records

Contain information on general administrative matters, correspondence, minutes of meetings, financial, policy and planning matters and issues.

Access

Information and Privacy Coordinator
Ministry of Northern Development and Mines
10 Wellesley Street East
Toronto, Ontario
M4Y 1G2
Telephone: (416) 965-1417

Two public reading rooms for the review of manuals and other information are open during regular office hours in the Mines Library on the eighth floor at 77 Grenville Street, Toronto, and in the library on the eighth floor at 10 Wellesley Street East, Toronto.

Ontario Centres for Technology

Head

President
Ontario Centre for Microelectronics
Suite 400, 1150 Morrison Drive
Ottawa, Ontario
K2H 9B8
Telephone: (613) 596-6690

President
Ontario Centre for Automotive Parts Technology
2nd Floor, 63 Church Street
St. Catharines, Ontario
L2R 3C4
Telephone: (416) 688-2600

President
Ontario Centre for Resource Machinery Technology
4th Floor, 127 Cedar Street
Sudbury, Ontario
P3E 1B1
Telephone: (705) 673-6606

President
Ontario Centre for Farm Machinery and Food Processing
Technology
870 Richmond Street
Chatham, Ontario
N7M 5J5
Telephone: (519) 354-6883

President
Ontario Centre for Advanced Manufacturing
Suite 402, 190 Attwell Drive
Rexdale, Ontario
M9W 6H8
Telephone: (416) 675-4363

Mandate

In order to enhance the technological and international competitiveness of Ontario industry, the five centres develop technology awareness, provide technological information and provide assistance to Ontario business in demonstrating and applying new technology.

Organization

Reporting to the Ministry of Industry, Trade and Technology, the technology centres operate independently of each other. The Ontario Centre for Advanced Manufacturing comprises the Ontario CAD/CAM Centre, the Ontario Robotics Centre and the Canada-Ontario Centre for Advanced Manufacturing (Windsor).

General Classes or Types of Records

Contain information on contract requirements, promotion of and investment in the centres, as well as legal and general administration. Each centre maintains separate records including general administration and operations records as described in the introduction to this directory.

Client Company Listing
Consultants – Training
Investment Proposals, Contracts, Disbursements and Legal Documentation
Marketing and Seminars
Research and Development Projects
Technical Sourcing Information

Manuals

Each centre has its own detailed procedures manual that documents practices and provides operating guidelines. Manuals are available to all staff.

Operating Guidelines
Procedures

Access

Freedom of Information Coordinator
Ministry of Industry, Trade and Technology
Information Centre
3rd Floor, Hearst Block
900 Bay Street
Toronto, Ontario
M7A 2E1
Telephone: (416) 965-3365

A public reading room for the review of manuals and other information is open during regular office hours at the Information Centre on the third floor of the Hearst Block, 900 Bay Street, Toronto.

Ontario Food Terminal Board

Head

Chairman of the Board
Ontario Food Terminal Board
165 The Queensway
Etobicoke, Ontario
M8Y 1H8
Telephone: (416) 259-5479

Mandate

The responsibilities of the board are to: acquire, construct and operate a wholesale fruit and produce market in the County of York known as the Ontario Food Terminal; acquire and operate facilities for the transportation and handling of fruit and produce for the purposes of the terminal; and perform such acts as may be necessary or expedient to carry out its operations and undertakings.

Organization

The board consists of seven members appointed by the Lieutenant Governor in Council. The board is given the responsibility of carrying out all regulations laid down under the act. The terminal is a self-sustaining public utility covering its operating expenses through fees and rentals. The board is organized with one Administration Department where all tenant files and cold storage records are maintained.

General Classes or Types of Records

Contain general administrative information.

Rentals and Fees
Requests for Space
Tenant Files

Access

Information and Privacy Coordinator
Ontario Food Terminal Board
165 The Queensway
Etobicoke, Ontario
M8Y 1H8
Telephone: (416) 259-5479

A public reading room for the review of manuals and other information is open during regular office hours at 165 The Queensway, Etobicoke.

Ontario Hydro

Head

Chairman of the Board
700 University Avenue
Toronto, Ontario
M5G 1X6
Telephone: (416) 592-6205

Mandate

Ontario Hydro operates under the authority of the Power Corporation Act. The corporate goal is to meet the requirements of the Ontario community for electric service, including the manner of its provision, so as to result in the greatest overall benefit to the community and in the lowest cost to the customer for that service over the long term.

Organization

The business and affairs of Ontario Hydro are directed and controlled by a board of directors. The corporation is organized into an executive office, nine branches, and 33 divisions including six regions. Within the six regions there are 48 area offices. Note that the primary organizational unit at Ontario Hydro is the branch rather than the division.

Divisions

Board of Directors and Executive

The Board of Directors controls and directs the business and affairs of Ontario Hydro and provides direction to the chairman and president. The function of the Executive is to manage the corporation in conformance with direction from the Board of Directors, and the chairman on its behalf.

General Classes or Types of Records

Contain proceedings of the board of directors and its committees, minutes of executive and senior management meetings, and executive office correspondence.

Memorandum for Executive Approval
Memorandum to the Commission/Board of Directors
Minutes of Meetings (commission/board of directors, committees to the board, executive office and senior management committee)

Manuals

Ontario Hydro's management system is documented in a series of manuals constituting the comprehensive, authorized reference for the manner in which Ontario Hydro is organized and operated. These manuals are issued to managers throughout the corporation to assist them in carrying out their functions.

Organization Manual
Organizational Authority Register
The Organization and Operation of Ontario Hydro (OOOH)

Audit Division

This division provides objective assurance to management concerning the quality of internal control and the degree of economy, efficiency and effectiveness in Ontario Hydro, with a view to action being taken for improvements where warranted.

General Classes or Types of Records

Contain information resulting from audits of Ontario Hydro's operations.

Manuals

Issued to Audit Division staff to provide detailed guidance on the planning and conducting of audits.

Financial and Computer Audit Policies and Procedures
Operational Audit Handbook

Law Division

The Law Division is responsible for ensuring that Ontario Hydro's rights are identified and protected; that operations are conducted in compliance with legal requirements; and that Ontario Hydro is provided with legal advice and services conducive to effective operation.

General Classes or Types of Records

Contain legal information supporting the corporation's powers, rights and duties, the conduct of its business, and its relationship to others.

Arbitration
Bond Issues (working papers)
Claims Correspondence
Labour Relations (working papers)
Litigation
Municipal Pensions
Patents, Trademarks and Copyrights
Pension Plan and Investments
Property (working papers)

Corporate Relations Branch

The Corporate Relations Branch contributes to the Ontario community's and employees' understanding and acceptance of Ontario Hydro's policies, plans and activities. The branch ensures that other units are aware of, and sensitive to, public concerns and that these factors are considered in Hydro's decision-making.

General Classes or Types of Records

Contain information provided to employees and the public to keep them informed about Hydro's policies, plans and

activities. Also contain documents designed to keep Hydro informed of and sensitive to the concerns of the public.

Advertising

Analyses of Government Plans and Activities Affecting

Hydro

Community Impact (agreements management, program and policy development, studies and surveys)

Corporate Donations Administration

Corporate Relations Strategy, Plans and Programs

Employee Communications Plans and Programs

Employee Publications (bulletins, media activity reports, videotapes and transcripts of internal news broadcasts)

Energy Information Centre

Enquiry Information

Minutes of Hydro/Government Meetings

Public Attitude Research Studies

Public Consultation Program

Public Hearings and Government Committee Transcripts,

Exhibits and Associated Records

Manuals

Provide staff with social predictions related to Ontario Hydro's external operating environment and implications for corporate planning.

Branch Management and Administration

Corporate Relations Outlook

Design and Construction Branch

This branch plans and implements additions, major modifications, rehabilitations and terminations to the Bulk Electricity System and associated facilities, including all related technical and construction services, in a safe, timely and economic manner with regard for the environment and required levels of facility performance.

General Classes or Types of Records

Contain information relating to the site selection, design, engineering, procurement, construction, and commissioning of generating, transmission and related facilities.

Commissioning

Community Impact Studies

Computer Simulation – Nuclear Station Facilities

Construction Deficiency Reports

Construction Permits and Approved Drawings

Construction Progress Photographs

Contract Purchases (including tendering documents)

Crossing Files (correspondence and prints)

Design Correspondence (generating stations, heavy water plants, transmission lines, transformer stations, telecommunications, and rehabilitation projects)

Design Reports, Studies, Notes and Change Documentation

Engineering Cost Reports, Evaluations and Consultants Records

Environmental Assessments and Impact Studies

Fusion Engineering Materials Program

Geotechnical Records and Reports

Hydraulic Survey Data (including water elevations, flows and discharges)

Licensing – Nuclear Stations

Lines and Stations Construction (methods studies and engineering notes)

Maps, Drawings and Associated Registers

Nuclear Safety Analysis

Nuclear Verification, Qualification and Testing

Plant Performance – All Stations

Pressure Vessel Testing

Quality Assurance Audits – Nuclear Stations

Quality Engineering

Radioactive Waste Management Design

Reliability and Maintainability Standards, Specifications and Reports

Route and Site Design

Safety Reports

Scheduling Documents – Coordinating and Control

Specifications (technical, design, performance and standard)

Structural and Stress Analysis

Survey and Mapping

Water Diversion (international and interprovincial)

Manuals

Contain policies, directives, standards, operational guidelines and quality engineering requirements for all phases of design and construction.

Branch Management and Administration

Construction Practices

Design – Nuclear Stations

Design and Construction Requirements

Design Standards, Specifications and Practices

Generation Policies and Procedures

Nuclear Construction Requirements

Procurement Procedures

Project Planning and Scheduling System

Quality Assurance (nuclear)

Quality Control Procedures

Quality Engineering

Safety

Reliability and Maintainability

Transmission Policies, Procedures and Directives

Finance Branch

The Finance Branch is responsible for the effective financial management of all resources. It provides financial information on the results of the activities of Hydro and its trust funds; ensures compliance with relevant statutory, legal, and contractual obligations; provides centralized accounting services; and acts as trustee of the pension and insurance fund.

General Classes or Types of Records

Contain information relating to financial management, accounting, administration and control, including policies and procedures in support of the corporate accounting, comptrollership, treasury and administration functions.

Accounting Policy

Asset Accounting Studies and Reports

Billing and Collection

Bond Issues
 Bonds and Notes Payable
 Cash and Banking
 Corporate Agreements Accounting
 Cost of Power Allocation
 Debt Management
 Employee Benefits Valuation and Cost Data
 External Audit
 Financial Claims
 Financial Forecasts, Projections and Statements
 Fixed Assets and Depreciation
 Foreign Exchange
 General and Subsidiary Ledgers
 Investments (including pension and insurance fund)
 Investor Relations
 Risk Management
 Statistical Information Files for External Institutions
 Taxation

Manuals

Issued to staff members to provide policies and detailed guidance in performing accounting, administration, comptrollership and treasury functions, and to managers and supervisors for monitoring such activities.

Accounts Register
 Branch Management and Administration
 Corporate and Divisional Accounting Procedures
 Corporate Bonds Accounting Systems
 Corporate Budget Procedures
 Corporate Financial Evaluation
 Corporate Financial Policies
 Pay and Personnel Systems User's Manual
 Power Costing Handbook

Human Resources Branch

This branch provides Ontario Hydro with leadership and services to maintain human resources capable of accomplishing the corporate program in a work environment conducive to high levels of productivity and job satisfaction and in a manner consistent with the corporation's social responsibility.

General Classes or Types of Records

Contain information on health and safety and on the selection, placement, treatment, compensation, training and development of Ontario Hydro employees.

Affirmative Action Program
 Compensation Surveys and Reports
 Construction Labour Relations (including accreditation, grievances, negotiations and agreements)
 Construction Trade Benefits
 Contractors
 Employee Accident Statistics
 Employee Benefits Program
 Health and Safety Program
 Human Resources Information Systems
 Human Rights Statistics and Reports
 Industrial Hygiene

Industrial Labour Relations (including advice and negotiations)
 Job Rating Challenge Case Files
 Joint Society-Management Committee
 Labour Relations Bargaining Surveys
 Labour Requirements Files and Summary Cards
 Master Wage and Salary Schedules
 Morbidity and Mortality Statistics
 Municipal Utility Negotiations and Agreements
 Pension and Insurance Administration
 Radiation Dose Control Program
 Radiation Safety
 Retirement Board of Review
 Safety Studies, Statistics and Reports
 Salary Administration Reports
 Union Jurisdiction
 Work Stoppages

Manuals

Contain personnel policies and procedures and safety regulations which have been approved for uniform application throughout the corporation.

Benefits Guide
 Branch Management and Administration
 Corporate Safety Rules
 Handbook for the Handling, Storage and Transportation of Explosives
 Job Evaluation
 Personnel Policies and Procedures
 Radiation Protection Regulations

Marketing Branch

The goal of Marketing Branch is to meet the requirements of Ontario Hydro for the marketing of electricity and complementary services, the utilization of heat energy and the performance of regulatory functions, in a manner that contributes to the overall benefit of the Ontario community.

General Classes or Types of Records

Contain information on marketing programs, customer relations, rate policies and structures, and the sale of Ontario Hydro's products, services and technologies to external markets.

Advice and Service to Customers (municipal, direct and rural subtransmission customers)
 Contracts, Agreements and Rights Acquired
 Customer Relations and Marketing Training
 International Projects and Marketing
 Marketing and Utilization of Electricity
 Power Contracts (industrial direct, municipal and rural subtransmission customers)
 Rate Policies, Principles and Rate Structures
 Regulatory Functions Assigned by Statute Excluding Electrical Inspection

Manuals

Provide staff with guidelines, technical information and standards to assist them in providing advice and service to

customers, and performing various regulatory functions assigned by statute.

Branch Management and Administration
Customer Service
Marketing and Energy Utilization

Power System Program Branch

This branch helps to shape Ontario Hydro's future by meeting requirements for integrated predictions, strategies, programs and Bulk Electricity System plans and for physical research and development.

General Classes or Types of Records

Contain forecasts, strategies, studies and programs supporting corporate and system planning and provide information about physical research, testing and development.

Bulk Electricity System Policy and Strategy
Capital Construction Program
Corporate Business Planning and Budget Programming
Corporate Strategy and Results
Economic Forecasting and Analysis
Interconnections (including buy-and-sell contracts)
Load Forecasting
Operations Research
Power System Studies
Regional Supply Planning – Bulk Electricity System
Research Contracts (government and non-government)
Research Reports and Abstracts (chemical, civil, electrical, mechanical, metallurgical, environmental, and operations research)
Research Special Projects
Research Testing and Inspection Reports
Resource Prediction and Planning – Bulk Electricity System
System Planning Studies
Transmission Planning – Bulk Electricity System

Manuals

Issued to staff members to provide guidance in planning the Bulk Electricity System, and to managers to supervise and monitor such activity.

Branch Management and Administration
Capital Construction Program and Procedures
Capital Construction Program Work Schedule and Indexes
Corporate Business Planning Guidelines

Production Branch

The Production Branch contributes to the corporate goal by effectively utilizing generating facilities and integrating the utilization of Bulk Electricity System facilities and other available resources to produce and supply electricity.

General Classes or Types of Records

Contain documentation relating to the production of electricity at nuclear, thermal and hydraulic generating facilities and the distribution of electricity throughout the Bulk Electricity System, including the interconnected systems.

Boiler and Pressure Vessel Inspection and Certification
Bulk Electricity System Data (including system operation, limitation and reliability reports, system conditions, load and demand reports, and incidents of major importance)
Computer Simulations of Reactor Operation and Nuclear Plant Performance

Drawings and Construction Photographs (nuclear, thermal and hydraulic stations)

Environmental Monitoring (nuclear and thermal stations)
Equipment Technical Files and Drawings – Hydraulic Stations

Fuel Inventory, Analysis and Consumption (nuclear and thermal stations)

Heavy Water Inventory and Utilization
Hydraulic Stations, Reservoirs and Control Structures – Operational Procedures

Hydraulic Watersheds (including aerial photographs, water levels, discharges, flows, river charts)

In-Service and Commissioning Reports (nuclear and thermal stations)

Information Reports – Nuclear Stations
Inspection, Maintenance and Reliability (nuclear, thermal and hydraulic stations)

Interconnections (including agreements, billings, import/export)

Licensing – Nuclear Stations

Load Management

Materials and Equipment Certification, Analysis, Examination and Testing (history docket)

Meteorology – Monitoring and Forecasting

Operating and Production (nuclear, thermal and hydraulic stations)

Periodic Inspection – Nuclear Stations

Plant Operating Logs (nuclear and thermal stations)

Plant Performance (nuclear and thermal stations)

Prescribed Substances – Fuel and Heavy Water

Quality Assurance Audits – Nuclear Facilities

Radioactive Waste – Transportation and Storage

Reactor Safety Analysis

Regulatory Bodies and Commissions

Safety Systems Test Records and Reports

Significant Event Reports – Nuclear Stations

System Control Centre Operations

Training Simulator and Test Results

Tritium Management Summaries

Water Treaties (including water power leases and licenses of occupation, diversion treaties and boards of control)

Weld Quality Control (nuclear and thermal stations)

Work Protection Documents (nuclear and thermal stations)

Manuals

Provide staff with policies, procedures and standards for operating, maintaining and integrating the Bulk Electricity System.

Branch Management and Administration

Commissioning

Hazardous Materials

Operating and Maintenance (equipment and facilities)

Outage System Descriptive Manuals

Plant and Station Instructions

Quality Assurance (nuclear)

Reliability

Safety
Standing Instructions for Operation of the Bulk Electricity
System
Training

Regions Branch

This branch strives to meet the requirements of customers for electric energy so as to result in a reliable, effective and efficient provision of electricity and services to the community with the overall costs and benefits being shared equitably by the customers.

General Classes or Types of Records

Contain information relating to the commissioning, operation and maintenance of the transmission and distribution systems and the provision of electricity to customers.

Accident Prevention
Communications (including radio, microwave and telephone)
Contracts, Agreements and Rights Acquired or Granted to Others
Customer Service and Billing (municipal utilities, retail and direct customers)
Electrical Inspection
Engineering, Operating and Maintenance (distribution lines and stations)
Field Marketing and Energy Utilization
Forestry and Environment
Hardware, Tools and Equipment
Operating and Maintenance (hydraulic generating stations, transmission lines and stations)
Operation and Maintenance – Remote and Northern Communities
Power Contracts
Property Acquisition, Expropriation and Sale
Provision of Service to Customers
Rates and Service Classifications
Regional Disbursements
Security
Transport, Work and Service Equipment (including aircraft)

Manuals

Provide staff with guidelines, technical information and standards to assist them in providing service to customers, performing electrical inspections and operating the transmission and distribution systems.

Branch Management and Administration
Customer Service (municipal, retail and direct)
Electrical Inspection
Fleet and Helicopters
Trades and Operating Manuals for Transmission Operations and Distribution Systems

Supply and Services Branch

This branch is responsible for providing specified supplies and services including material, information, real estate and security, to meet the needs of all units of Ontario Hydro.

General Classes or Types of Records

Contain information on corporate procurement of fuels and materials, acquisition and management of real estate, computer-based information management systems, and security of corporate facilities.

Construction and Publicity Photographs, Motion Pictures and Video Tapes
Employee Housing Assistance Plan
Financial Assessments of Material Vendors
Fuels and Materials Specifications, Tenders, Purchase Orders, Contracts and Agreements
Information Systems Planning, Operation and Communication (including computer security evaluations)
Procurement Planning Studies and Reports
Quality Assurance Audit Reports, Material Control and Inventory
Real Estate Acquisition and Management
Real Estate Rights and Transactions
Security Studies, Investigations and Reports

Manuals

Contain policies, procedures, standards and guidelines for the use of employees who have accountability and responsibility for performing supply, real estate, security and information management functions.

Branch Management and Administration
Delivery Assurance Procedures
Purchasing Policies and Procedures
Quality Assurance
Real Estate Acquisition and Scheduling
Real Estate Appraisal and Management
Security Guide
Security Policies and Procedures
Surplus Disposal Policies and Procedures
Transportation

Access

Freedom of Information Coordinator
Ontario Hydro
H19 D15
700 University Avenue
Toronto, Ontario
M5G 1X6
Telephone: (416) 592-6205

A public reading room for the review of manuals and other information is open during regular office hours on the mezzanine level at 700 University Avenue, Toronto.

Ontario Lottery Corporation

Head

President
Ontario Lottery Corporation
24th Floor, 2 Bloor Street West
Toronto, Ontario
M4W 3H8
Telephone: (416) 961-6262

Mandate

The Ontario Lottery Corporation (OLC) is a Crown corporation established by Bill 191, An Act to Incorporate the Ontario Lottery Corporation, in February 1975. As an independent Crown agency, the corporation's mandate is to develop and manage provincial government lotteries to raise monies for the benefit of the people of Ontario.

Organization

Responsible to the Minister of Tourism and Recreation, the corporation is organized into five divisions. Each division reports, through the president's office, to a board of directors whose nine members are appointed from the private sector. Internal Audit reports directly to the board.

Divisions

Office of the President

Responsible for developing, undertaking, conducting and managing lottery schemes in a secure and efficient manner on behalf of the Ontario government. As the chief executive officer, the president is responsible and accountable for achieving annual revenue and profit objectives of the corporation, maximizing lottery sales and profits within the province of Ontario.

General Classes or Types of Records

Contain background information.

Board of Directors Guidelines and Minutes
Conferences
Contracts and Policies
Premier and Ministry of Tourism and Recreation Liaison
Special Studies

Computer Services Division

Responsible for all computer services from on-line game operation to word-processing needs. Division comprises: EDP Research and Development, responsible for monitoring performance of on-line terminals and managing the communications network; Systems Development, responsible for

maintaining on-line game system; and Operations, responsible for maintaining and operating equipment and facilities.

General Classes or Types of Records

Contain information on computer requirements, equipment selection and testing, performance monitoring, design and update of programs, maintenance of on-line game system and the agent hotline service.

Agent Inquiry Hotline
Electronic Data-Processing Terminals
Games and Redemption Systems
Research and Development Programs/Projects, Evaluations and Reports
Systems Development Projects and Reports
Technical Support and Activities Reports

Corporate Communications Division

Responsible for all communication programs; advises senior management on communication strategies; and provides input into decisions of broad internal or external interest. The division is organized into three departments – Planning/Administration, Communications, and Special Events. Planning/Administration is responsible for government liaison, corporate advertising, communications programming, research and division administration. Communications is responsible for communications resources, consumer affairs, news media, and French-language services. Special Events is responsible for lottery draws, community information programs and special projects.

General Classes or Types of Records

Contain information on corporate advertising, communication programming, government liaison, French-language services, Wintario and Lottario draws, game results, winners and publicity, media and consumer relations, research and non-advertising publications, and community and internal projects including travelling information display and speakers' bureau.

Communications Programming
Corporate Advertising
French-Language Services
Games and Draw Results
Library and Archives
Lottario Production and Televised Draw
Media Liaison
Million Dollar Sweepstakes Production and Television Show
Ministry of Tourism and Recreation Liaison
Monthly Billing and Budget Control
Montreal Trust Company, Independent Adjudicator
Non-Advertising Publications
Ontario Lottery Corporation and Montreal Trust Company
Security Seals
Parade Float Program
Photo File, Audio-Visual Equipment and Library
Provincial and Super Loto Draw Shows
Research
Speakers' Bureau Program
Special Promotions
Travelling Information Display Program
Wintario Production and Televised Draw

Internal Audit

Functions independently under policies and procedures established by the board of directors. Examines and evaluates the corporation's system of internal control and ensures the quality of performance in carrying out assigned responsibilities.

General Classes or Types of Records

Contain information on the evaluation of systems, procedures and controls within other divisions.

Audit Procedures, Programs and Reports
Audit Subcommittee Minutes

Marketing Division

Identifies market opportunities and implements selected strategies to ensure execution as planned and within approved budgets. Program consists of continuous marketing planning and evaluation for all passive and on-line games, control and coordination of marketing projects, and sales and market analyses.

General Classes or Types of Records

Contain information on market research and analysis, advertising, advertising policy and agencies, retailer identification program, game promotion, and player feedback.

Agency Search Guidelines, Contracts and Evaluations
CNE Contract for Electronic Advertising
Merchandising
Micro-computer Sales Report
Monthly Billing and Budget Controls
Point of Sale Materials
Products
Research Report
Television and Radio Commercials
Unsolicited Ideas

Manuals

Issued to key staff to provide details on corporate and visual identity policies and procedures.

Visual Identification Standards

Operations Division

Responsible for the overall operation of the corporation and for ensuring corporate adherence to the Memorandum of Understanding with the Minister of Tourism and Recreation which clarifies the operating, financial/audit arrangements and administrative relationships between the two. Headed by the executive vice-president, the sectional areas of responsibility are Administration, Finance and Personnel/Payroll.

General Classes or Types of Records

Contain information on general administration and operations as described in the introduction to this directory, with the exception of Communication, Audit, Systems and Data, and the Library Information Centre, and with the following additions.

Contracts

Establishment of Wintario and Lottario Games
Forensic Sciences Laboratory Reports
Local Advertising Expense Review
Lottery Conferences
Ontario Provincial Police Security Surveys
Prize Office Procedures, Game Information and Reports
Request for Proposals
Systems and Financial Control
Treasury Inspection

Manuals

Issued to managerial staff to provide direction on corporate administrative policy and practices.

Corporate Administrative Procedures

Sales and Distribution Division

The division is responsible for the sale and distribution of tickets for six lottery games throughout the province. It allocates and distributes tickets to a network of 50 distributors; monitors and maintains distributor programs; and coordinates training and the on-line sales activities of 4,000 agents. The division comprises: Sales; Passive and Instant Games; and On-Line Games.

General Classes or Types of Records

Contain information on ticket sales and ticket distribution, activities of distributors, agents, retailers and field representatives, local advertising and promotion campaigns, retail sales analyses, on-line wagering, and terminals.

Agent Liaison and Training
Distributor and Retailer Liaison
Distributor Territorial Boundaries
Printing, Delivery and Distribution of Passive Game Tickets
Retail Sales Analysis System
Sales Supervisors/Field Representative Activities, Sales Reports and Analysis
Wagering and Terminal Requirements

Manuals

Issued to distributors and on-line agents to provide details on operational policy and procedures.

Distributor Procedures
Encashment Policy

Access

Vice-President, Corporate Communications
Ontario Lottery Corporation
24th Floor, 2 Bloor Street West
Toronto, Ontario
M4W 3H8
Telephone: (416) 961-6262

A public reading room for the review of manuals and other information is open during regular office hours on the twenty-third floor at 2 Bloor Street West, Toronto.

Ontario Northland Transportation Commission

Head

Chairman
Ontario Northland Transportation Commission
555 Oak Street East
North Bay, Ontario
P1B 8L3
Telephone: (705) 472-4500

Mandate

Ontario Northland's goal is to provide communication services through transportation and telecommunications – rail, highway, air and marine transportation for both passengers and freight, and telephone, teletype, radio and television telecommunications – linking northern communities to one another and to the rest of Ontario and Canada.

Organization

The commission is responsible to the Minister of Northern Development and Mines and has its head office in North Bay. As a transportation company, a railway and an operating telephone company, Ontario Northland has a presence in every community in northeastern Ontario. The commission is administered through three operational divisions: Rail Services; Passenger Services; and Telecommunications.

Divisions

Commission and Executive

The commission, appointed by the Lieutenant Governor in Council, controls and directs the operations and affairs of Ontario Northland and provides policy direction to the general manager. The function of the executive, which reports to the general manager, is to provide senior management in conformance with the directives of the general manager and the commission.

General Classes or Types of Records

Contain general administrative records including proceedings of the commission and its committees, minutes of executive and senior management meetings, and executive office correspondence.

Manuals

A general administrative manual provides direction for all employees of Ontario Northland. Administrative manuals for

each division and its respective branches are also maintained.

Policies and Procedures

Administration

Human Resources Branch and Finance Branch provide certain centralized administrative services to the commission. Human Resources Branch provides contractual services, benefits administration and policy implementation with respect to employees. Finance Branch through the accounting department provides payroll services to employees. The operational divisions are responsible for employee planning, development, training and performance. Employee data are retained in the operational divisions.

General Classes or Types of Records

Contain general administrative information as described in the introduction to this directory.

Rail Services Division

The Ontario Northland Railway provides rail freight and some highway freight services as well as passenger services from North Bay to Moosonee with branch lines to Timmins and Rouyn/Noranda, Quebec. In addition, spur lines service the mining and logging industries in northern Ontario.

General Classes or Types of Records

Contain technical data on the operations of the Ontario Northland Railway and also information on property, equipment, marketing programs, tariffs and rates relating to Ontario Northland's rail services.

Accidents (occurrences, prevention and safety)
Bridges
Buildings – Stations
Cars (general, freight, passenger, work)
Construction
Contracts, Agreements and Rights Acquired
Customer Relations Records
Intermodal Equipment
Locomotives
Marketing Records (files, reports, surveys)
Materials and Supplies (stores stocks, commodity class, machinery and tools)
Property (land with and without structures)
Rate Structures and Tariffs
Right-of-Way (crossings, signals and signs)
Rolling Stock and Vehicles
Statements, Reports, Statistics
Track (rail, spurs and sidings, ties)
Traffic (associations, baggage, commodities, freight)
Train Operation (general, freight and passenger)

Manuals

Rail Services controls the construction, maintenance and operational standards of the Ontario Northland Railway through the use of general and technical manuals.

Association of American Railroads Manuals
Handbook of Railway Operating, Engineering and Traffic Regulations
Marketing and Administrative Manuals
Operating Timetables
Technical Procedural Manuals

Passenger Services Division

Air, bus, marine and rail passenger services are provided by the commission throughout northern Ontario. This division coordinates, monitors and ensures modern, efficient passenger services.

General Classes or Types of Records

Contain information on schedules, rates, fares, charters, customer services, marketing programs and tourism promotion programs related to passenger services.

Air (Norontair flight schedules)
Bus – Ontario Northland Bus Schedules
Bus – Ontario Northland Charters
Contracts, Agreements and Rights Acquired
Customer Relations and Marketing Training Records
Marine – Chi-Cheemaun Ferry Schedules
Marine – Chief Commanda II Charters
Marine – Chief Commanda II Schedules
Marketing Records (files, reports, surveys)
Rail – Interlining Rail Schedules (CN)
Rail – Ontario Northland Railway Excursion Schedules
Rail – Ontario Northland Railway Train Schedules
Rate Structures and Tariffs

Telecommunications Services Division

Telecommunications services, including regular public network services and the specialized private services normally provided by Bell Canada and CNCP in the balance of the province, are provided in northeastern Ontario by ONTC. A variety of transmission media such as ordinary cable, fibre optic cable, microwave, other radio systems and a limited number of satellite facilities are employed.

General Classes or Types of Records

Contain technical data on the operations of Ontario Northland communications systems and also information on property, equipment, facilities, marketing programs, tariffs and rates and regulations relating to Ontario Northland's telecommunications services.

Agreements and Contracts
Cable Services
Computer Matters (applications systems)
Customer Relations Records
Facilities (construction, installation, maintenance and operation)
Marketing Records (files, reports, surveys)
Radio – Microwave Facilities
Radio – Mobile and Cellular
Satellite Service
Tariffs and Rates – General

Telephone Directories
Telephone Service
Television Service

Manuals

Issued to divisions staff.

Technical Procedural Manuals
Telephone Operating Practices and Procedures

Access

Freedom of Information Coordinator
Ontario Northland Transportation Commission
555 Oak Street East
North Bay, Ontario
P1B 8L3
Telephone: (705) 472-4500

A public reading room for the review of manuals and other information is open during regular office hours on the main floor of 195 Regina Street, North Bay.

Ontario Stock Yards Board

Head

Chairman
Ontario Stock Yards Board
Suite 399, 590 Keele Street
Toronto, Ontario
M6N 3E3
Telephone: (416) 767-1163

Mandate

The Ontario Stock Yards Board is an agency of the Ministry of Agriculture and Food. The board operates a stock yard providing the physical facilities so that the producers of Ontario can market their livestock competitively.

Organization

The board of directors has seven members and is appointed by the Minister of Agriculture and Food. The board appoints a general manager. One facility at 590 Keele Street is operated by the board.

General Classes or Types of Records

Contain information relating to business dealings with customers, industry and government.

Business (government, industry, customers)
Property (leases, etc.)
Statistics

Access

General Manager
Ontario Stock Yards
Suite 399, 590 Keele Street
Toronto, Ontario
M6N 3E3
Telephone: (416) 767-1163

A public reading room for the review of manuals and other information is open during regular office hours at 590 Keele Street, Toronto.

Ontario Waste Management Corporation

Head

Chairman and President
Ontario Waste Management Corporation
11th Floor, 2 Bloor Street West
Toronto, Ontario
M4W 3E2
Telephone: (416) 923-2918

Mandate

The objective of the corporation is to design, construct and operate an industrial- and hazardous-waste treatment facility for Ontario and to develop a long-term program to assist in the reduction and recycling of such wastes. This includes the location of an appropriate site, the selection of the appropriate technology and all necessary and ancillary works associated with obtaining approval under the Environmental Assessment Act of Ontario.

Organization

The corporation is based in Toronto and is responsible for the management of all corporate departments including planning, marketing, communications, operations, project development, and administration and finance. In addition, there is a local community information office in Smithville. The corporation reports to the Ontario Legislature through the Minister of the Environment.

Divisions

The Ontario Waste Management Corporation is organized as a single division.

General Classes or Types of Records

Contain information on general administrative and financial matters, personnel policies and procedures, communications materials, the corporation's financial and resource plans, facilities development, marketing, engineering and technology.

Associations/Groups/Universities
Communications – Public Consultation
Conferences/Meetings/Tours
Corporate Organization and Management
Current Practice of Hazardous Waste Management
Engineering/Technology
Environmental Assessment Preparation and Public Hearing
Facilities Development and Site Assessment
Government Consultation
Hazardous Waste Management Research

Marketing – Hazardous Waste Treatment
Operations of Future Waste Treatment Facility and
Technology
Site Assessment and Facility Development Consultants

Manuals

Issued to managers to provide direction on corporate administrative policy and practices and details on procedures for obtaining common administrative financial and human resources.

Ontario Waste Management Corporation – Manual of
Administration

Access

Chairman and President
Ontario Waste Management Corporation
11th Floor, 2 Bloor Street West
Toronto, Ontario
M4W 3E2
Telephone: (416) 923-2918

Public reading rooms for the review of manuals and other information are open during regular office hours at 2 Bloor Street West, Toronto, and at the regional office, Village Square Mall, Highway 29 and Industrial Road, Smithville.

Ottawa Congress Centre

Head

General Manager
Ottawa Congress Centre
55 Colonel By Drive
Ottawa, Ontario
K1N 9J2
Telephone: (613) 563-1984

Mandate

The Ottawa Congress Centre operates, maintains and generally manages an international-class convention centre facility in the city of Ottawa in a manner intended to promote and develop the convention industry in Ontario.

Organization

The centre is organized in four divisions – Finance and Administration, Operations, Marketing and Sales, and Food, Beverage and Convention Services – which reports to the general manager who, in turn, is responsible to the board of directors.

General Classes or Types of Records

Contain general administrative records as well as the following information.

Building Projects
Contractors
Correspondence with Board of Directors
Correspondence with Government
Energy Consumption
Equipment
Legal and Auditing Correspondence
Preventive Maintenance
Service Contracts
Suppliers

Manuals

The centre maintains a manual with the description of equipment and the maintenance procedures on that equipment.

Association Memberships
Client
Events
Marketing Plans and Strategy

Access

General Manager
Ottawa Congress Centre
55 Colonel By Drive
Ottawa, Ontario
K1N 9J2
Telephone: (613) 563-1984

A public reading room for the review of manuals and other information is open during regular office hours at 55 Colonel By Drive, Ottawa.

Ministry of Revenue

Head

Minister of Revenue
4th Floor, Hearst Block
900 Bay Street
Toronto, Ontario
M7A 1X7
Telephone: (416) 965-6361

Mandate

The ministry administers the major taxing statutes of Ontario; conducts property assessments to provide the tax base for municipalities; directs the Ontario Tax Credit Program, the Guaranteed Annual Income System, the Ontario Property and Sales Tax Grants Program for senior citizens, and the Small Business Development Corporations Program. It also operates the Province of Ontario Savings Office.

Organization

Head office is in Oshawa. The ministry has four divisions with 21 branches, five sections and four units. Ministry programs are administered and the public is served directly by head office and 77 field offices.

Divisions

Property Assessment Program

Responsible for the assessment of all real property in Ontario. The assessments form the basis of residential, commercial, business and school taxes levied by municipalities. Also conducts municipal enumeration to prepare voter lists, jury and school support lists and the provincial census. The program comprises: Assessment Policies and Priorities Branch; Data Services and Development Branch; Special Properties Branch; and Field Operations Branch.

General Classes or Types of Records

Contain information on assessment policy and legislation, information management, reports and statistics produced for internal and municipal purposes, and general administration of all assessment programs and activities.

Apportionments
Appraisal Cards for Property
Assessment Appeals
Building Permits – Reports
Equalization Program
Legislative and Policy Projects and References
Property Sales Analyses and Records
Property Valuations

Quality Control Reports
Reassessments
Special Properties – Studies

Manuals

Issued to assessors to provide detailed guidance in performing assessments. Issued to managers and supervisors to assist in monitoring the quality and consistency of assessments made by staff.

A Guide to the Assessment Act
Assessment – Provincial Land Tax System
Assessment – Quality Control Program
Assessment Program Policy
Assessor's Field Guide
Control Card Manual for Personal Computers
Data Definitions – User's Manual
Ontario Assessment System (systems specifications, training manual, operating guide, procedures guide)
Ontario Valuation Manual – Residential and Farm Properties

Corporate Resources Division

Responsible for providing corporate management and administrative services in support of ministry operating programs. The division comprises the following branches: Finance and Priorities Planning; Administrative and Financial Services; and Personnel Services. Division also includes the Facilities Management Unit; Communication Services and the Province of Ontario Savings Office.

General Classes or Types of Records

Contain information as described in the introduction to this directory related to general administrative and financial matters, personnel policies and procedures, electronic data processing and business systems, communications material and press releases, and the ministry's financial and resource plan. Also include Province of Ontario Savings Office customer accounts and financial operations records.

Manuals

Issued to managers to provide direction on ministry administrative policy and practices and details on procedures for obtaining common administrative, financial, logistic and human resources.

Corporate Administrative Procedures
Corporate Financial Procedures
Ministry of Revenue Policy Directives

Tax Revenue and Grants Program

The program administers nine provincial taxes, the Guaranteed Annual Income System, the Ontario Tax Grants for Seniors Program, Ontario Tax Credits claimed through the federal income tax system, and the Small Business Development Corporations Program. Taxes and benefits programs are administered through the following branches: Corporations Tax; Retail Sales Tax; Motor Fuels and Tobacco Tax; and Guaranteed Income and Tax Credit. Other

branches in this division are Tax Appeals, Special Investigations, Revenue and Operations Research, Taxation Data Centre and Taxpayer Services.

General Classes or Types of Records

Contain information on the development of legislation for taxing statutes, accounting and revenue control systems, audit policy and procedures, systems development and operations, and general operations and administration concerning the delivery of programs.

Computer Records of Vendors' and Taxpayers' Returns,
Filings, and Payments
Fuel Tax Inspections – Reports
General Revenue Control Records
General Tax and Grants – Inquiries
Guaranteed Annual Income System – Records and Reports
Land Registration
Land Speculation Tax
Land Transfer Tax
Legal Action and Special Investigation Branch – Case Referrals
Liens – Correspondence
Objections and Appeals – Precedent Cases
Ontario Homebuyers' Grant Collection System – Records and Reports
Ontario Pensioners' Property Tax Assistance Systems – Records and Reports
Race Tracks Tax
Rebates and Refunds
Revenue Administration – Internal Control Systems
Small Business Development Corporations
Special Investigations
Tax Administration (technical files)
Tax Banking
Tax Policy Units' Project
Tax Roll – Files, Records and Reports
Taxpayers – Audit Files and Inspection Reports
Vendor Files – Retail Sales Tax Branch

Manuals

Issued to all staff involved in the administration of taxing statutes, tax credits or grants. Provide detailed guidance on policy and procedures.

Corporations Tax – Audit, Collections/Default, Tax Roll, Correspondence, Accounts, Assessment, Reassessment
Fuel and Terminal Inspections
Guaranteed Annual Income System – Procedures and Interpretations
Motor Fuel and Tobacco Tax Branch – Interpretations, Rulings, Customer Services
Objection and Appeal Procedures (Tax Revenue and Grants Program)
Ontario Motor-Vehicle Licence Issuer's Handbook
Ontario Pensioners' Property Tax Assistance Accounts, Benefits Administration, Inquiry Management Centre
Ontario Tax Credit/Grants Interpretation
Retail Sales Tax – Audit, Default/Delinquency, Special Vendor Assistance Program Handbook/Refund Handbook, Vendor Administration
Small Business Development Corporations Program
Understanding Ontario Sales Tax

Access

Information and Privacy Administrator
Ministry of Revenue
P.O. Box 627
33 King Street West
Oshawa, Ontario
L1H 8H5
Telephone: (416) 433-6028

Manuals and other information are available for public review during regular office hours at the ministry's head office, 33 King Street West, Oshawa.

Office for Senior Citizens' Affairs

Head

Minister for Senior Citizens' Affairs
6th Floor, 76 College Street
Toronto, Ontario
M7A 1N3
Telephone: (416) 965-1702

Mandate

The Office for Senior Citizens' Affairs has two primary roles: policy development and information services. In its policy role, the office is responsible for developing an aggregate policy framework for seniors' services and for ensuring coordination of policies affecting the elderly. It also has specific responsibilities for selected initiatives in the White Paper on health and social services. The office also provides information to senior citizens and promotes recognition of the contributions of seniors to their communities.

Organization

The office has two operating units – Strategic Planning/Policy Development and Information Services. Both units operate under the direction of the Special Advisor to the Minister. The office does not administer or deliver any programs.

General Classes or Types of Records

Contain information on services and programs for senior citizens including guides and directories.

Directory of Accommodation for Seniors in Ontario
Guide for Senior Citizens – Services and Programs in Ontario

Affiliated Agencies

Ontario Advisory Council on Senior Citizens

The Ontario Advisory Council on Senior Citizens advises the Government of Ontario through the Minister for Senior Citizens' Affairs on matters pertaining to the well-being of the aged and aging population in Ontario. The council promotes the development and initiation of opportunities for self-help for senior citizens and reviews current policies which have a bearing on aged and aging persons.

General Classes or Types of Records

Contain information on issues related to senior citizens, annual reports, position and discussion papers on issues of interest to client group, service suppliers, and government.

Access

Coordinator
Information and Privacy
Office for Senior Citizens' Affairs
6th Floor, 76 College Street
Toronto, Ontario
M7A 1N3
Telephone: (416) 965-5106

A public reading room for the review of manuals and other information is open during regular office hours on the sixth floor at 76 College Street, Toronto.

In addition, a public reading room is located at the council office on the second floor at 700 Bay Street, Toronto, (telephone: (416) 965-2324).

Ministry of Skills Development

Head

Minister of Skills Development
13th Floor, 101 Bloor Street West
Toronto, Ontario
M5S 1P7
Telephone: (416) 965-8276

Mandate

The ministry is responsible for developing and implementing policies, programs and activities that will assist individuals in obtaining the skills necessary to enhance their employability and that will contribute to Ontario's economic growth by helping employers achieve their skills development goals. The ministry is also responsible for improving access to training and employment opportunities for persons with special needs and other targeted groups that encounter particular employment barriers.

Organization

The ministry's head office is in Toronto. It is organized into three divisions with twelve branches. Ministry programs are administered and the public served from head office and 28 field offices.

Divisions

Office of the Deputy Minister

Provides support to the deputy minister in matters relating to programs and policies of the ministry and includes the Legal Services Unit which advises the ministry on legal matters.

General Classes or Types of Records

Contain general administrative and operational information as described in the introduction to this directory.

Communications and Marketing Branch

The branch provides communications support to the minister, deputy minister and program branches. Activities include development and implementation of communications and marketing strategies, media liaison, answering public enquiries, production and distribution of publications, news releases, speeches and audio-visual materials, and special promotions and similar communications functions.

General Classes or Types of Records

Contain information on the development and implementation of communication and marketing strategies, including documentation on media liaison, youth programs, public enquiry correspondence, news releases, and ministry publications.

Program Publication Files
Supplier/Information

Finance and Administration Division

This division develops, maintains and implements effective accountability and comptrollership functions, audit programs and procedures. In addition, it provides financial, budgeting, human resources, office services and administrative support to the ministry. The division comprises: Audit Branch; Management Resources Branch; Financial Services; and Information Systems.

General Classes or Types of Records

Contain information and original documentation on accounts payable, revenue, employee payrolls, computer and financial system procedures, daily, monthly, quarterly and year-end financial reports.

Contracts (supplier and consultant)
Revenue
Transfer Payment History
Year-End Public Accounts (preliminary reports/final statements)

Policy and Development Division

The division assists the deputy minister and senior management to develop strategic, policy and management planning processes; develops, analyses, and coordinates responses to policy issues affecting the ministry; maintains ministry liaison with Cabinet committees and work groups; evaluates the potential impact of external factors likely to affect existing or future activities of the ministry; works with the federal government to develop overall federal-provincial training agreements and implement parts of those agreements; and undertakes research in areas such as human-resource planning and labour market requirements. The division comprises: Policy and Planning Branch; Planning Development; Federal-Provincial Relations; and Labour Market Research.

General Classes or Types of Records

Contain information on policy and procedure for all ministry programs and activities, the evaluation of ministry programs; and the ministry role and responsibility with respect to federal expenditures in training and job creation in the province.

Annual Labour Market Needs Assessment
Canada/Ontario Agreement on Training, and Schedule of Appendices
Consultants' Reports
Human-Resource Planning and Development Workshops
Market Research Reports

Special Studies and Projects
Training Purchase Plans
Youth Employment Policy Development

Manuals

Issued to colleges, Canada Employment Centres, and employers, and outline the training plan developed under the Canada/Ontario Agreement on Training.

Institutional Training Plan under Canada/Ontario Agreement on Training

Skills Training Division

The Skills Training Division includes the Apprenticeship Branch and the Training Support Services Branch and is responsible for the implementation and administration of a variety of employer-based training and training support programs aimed at assisting employers and individuals to achieve their skills development goals.

General Classes or Types of Records

Contain information relating to the operation, administration, development, approval and enforcement of division programs and activities.

Company Schedules of Training
Development of Modular and Trade Training Programs
Enforcement Activities
Establishment of Training and Accreditation Standards
Examination Scheduling Lists
General Program Operations
In-School Training Attendance Reports/Schedules
Inprovincial Standards
Operation of Advisory Committees
Private Hairstyling School Files
Records and Reports (re colleges of applied arts and technology seat purchases)
Research, Reports, and Statistical Information
Systems Design, Development and Implementation
Trade and Program Information
Trade Certification

Manuals

Issued to head office, field staff and college program administrators to provide guidelines and details on administrative, operational, and development policy and procedures.

Application and Guidelines (International Marketing Interns Program, Ontario Help Centres Program, Ontario Training Trust Fund Program)
Enforcement Staff Procedures
Field and Program Instructions
Modular Examination Development Manual
Operating Guidelines (Canadian Job Strategy, Ontario Training Incentive Program, Technical Upgrading Program, Training in Business and Industry, Women in Skilled Trades and Technology Fund, Community Industrial Training Committees (CITC), CITC Executive Assistants, CITC Special Projects)

Policy Interpretation
System for Modular Industrial Training Programs Catalogue

Youth Employment Services Branch

The Youth Employment Services Branch is responsible for the implementation of youth employment programs and services which include the FUTURES, Start-Up, Ontario Youth Employment and Summer Experience programs.

General Classes or Types of Records

Contain operation and administration files pertaining to program and service delivery.

Client and Project Files
Communications Plans
Delivery Organization Files
Information Officers Program – General
Letters of Agreement
Loan and Grant Reconciliations/Recoveries/Repayments
Program Application Distribution
Program History/Legislation/Reviews
Youth Programs Conference Reports
Youth Trusts (by community)

Manuals

Issued to staff to provide guidelines on the implementation and development of youth employment programs and procedures.

Counselling Guide
Fundraising Manual
Provincial Youth Employment Programs Manual

Affiliated Agencies

Apprenticeship and Tradesmen's Provincial Advisory Committees

The following provincial advisory committees are established under the Apprenticeship and Tradesmen's Qualification Act to advise the minister on the development and operation of the apprenticeship programs.

The Provincial Advisory Committee for the Trade of Air Cooled and Marine Engine Mechanic
The Provincial Advisory Committee for the Trade of Alarm and Security System Installer
The Provincial Advisory Committee for the Trade of Auto Body Repairer and Painter
The Provincial Advisory Committee for the Trade of Automatic Machinist
The Provincial Advisory Committee for the Trade of Automotive Machinist
The Provincial Advisory Committee for the Trade of Baker
The Provincial Advisory Committee for the Trade of Brick and Stone Mason
The Provincial Advisory Committee for the Trade of Cabinet Maker/Woodworking Machinist

The Provincial Advisory Committee for the Trade of Chemical Process Operator
 The Provincial Advisory Committee for the Trade of Construction Boilermaker
 The Provincial Advisory Committee for the Trade of Construction Millwright
 The Provincial Advisory Committee for the Trade of Cook
 The Provincial Advisory Committee for the Trade of Electrician
 The Provincial Advisory Committee for the Trade of Farm Equipment Mechanic
 The Provincial Advisory Committee for the Trade of Fitter (Structural Steel/Platwork)
 The Provincial Advisory Committee for the Trade of Fork Lift Truck Mechanic
 The Provincial Advisory Committee for the Trade of General Carpenter
 The Provincial Advisory Committee for the Trade of Glazier and Metal Mechanic
 The Provincial Advisory Committee for the Trade of Hairstylist
 The Provincial Advisory Committee for the Trade of Heavy Duty Equipment Mechanic
 The Provincial Advisory Committee for the Trade of Hoisting Engineer
 The Provincial Advisory Committee for the Trade of Horticulture
 The Provincial Advisory Committee for the Trade of Industrial Electrician
 The Provincial Advisory Committee for the Trade of Industrial Mechanic (Millwright)
 The Provincial Advisory Committee for the Trade of Instrumentation Mechanic
 The Provincial Advisory Committee for the Trade of Ironworker
 The Provincial Advisory Committee for the Trade of Lineman
 The Provincial Advisory Committee for the Trade of Motor Vehicle Mechanic
 The Provincial Advisory Committee for the Trade of Motorcycle Mechanic
 The Provincial Advisory Committee for the Trade of Packaging Machine Mechanic
 The Provincial Advisory Committee for the Trade of Painter and Decorator
 The Provincial Advisory Committee for the Trade of Plumber and Steamfitter
 The Provincial Advisory Committee for the Trade of Precision Metal Machining
 The Provincial Advisory Committee for the Trade of Radio and Television Service Technician
 The Provincial Advisory Committee for the Trade of Refrigeration and Air-Conditioning Mechanic
 The Provincial Advisory Committee for the Trade of Sheet Metal Worker
 The Provincial Advisory Committee for the Trade of Sprinkler and Fire Protection Installer
 The Provincial Advisory Committee for the Trade of Trades Updating
 The Provincial Advisory Committee for the Trade of Truck/Coach Mechanic
 The Provincial Advisory Committee for the Trade of Watch Repairer
 The Provincial Advisory Committee for the Trade of Welder

General Classes or Types of Records

Contain information related to the identification of trades training needs, the formation and operation of steering committees and provincial advisory committees, the drafting and amending of trade regulations, and the maintenance of province-wide client contacts, including industry and labour organizations, community colleges, and other ministries.

Provincial Advisory Committees Membership Lists
 Sunset Review Files (re applications for committee renewals)

Manuals

Issued to staff to provide guidelines and rationale for the implementation of provincial advisory committees.

Guidelines for Provincial Advisory Committees
 Operations Handbook for Advisory Secretariat Network

Access

Information and Privacy Coordinator
 Ministry of Skills Development
 13th Floor, 101 Bloor Street West
 Toronto, Ontario
 M5S 1P7
 Telephone: (416) 965-8276

A public reading room for the review of manuals and other information is open during regular office hours on the eleventh floor at 101 Bloor Street West, Toronto.

Ministry of the Solicitor General

Head

Solicitor General
11th Floor, George Drew Building
25 Grosvenor Street
Toronto, Ontario
M7A 1Y6
Telephone: (416) 965-2021

Mandate

The ministry oversees law enforcement and public safety throughout Ontario; supervises all provincial police services including those maintained by municipalities and regions; and is the civilian authority for the Ontario Provincial Police (OPP). In addition, the ministry administers a specialized scientific criminal-analysis facility; maintains provincial fire safety standards; determines cause when death occurs in unusual circumstances; oversees a forensic pathology service; and coordinates emergency planning for the province.

Organization

Head office is in Toronto. The ministry comprises four main divisions: the Ontario Provincial Police; Policy and Program Development; Program Resources; and Public Safety. These divisions are structured to meet the ministry's diverse and complex responsibilities. The Special Advisor to the Deputy Minister and the OPP Telecommunications Project report to the deputy minister.

Divisions

Ontario Provincial Police Telecommunications Project

Established to design and implement a new province-wide mobile radio system for the Ontario Provincial Police.

General Classes or Types of Records

Contain information relating to the design and development of a new mobile radio system for the Ontario Provincial Police.

Equipment Specifications
Land-Use Contracts
Topographical Records

Ontario Provincial Police (OPP)

The Ontario Provincial Police serves areas of Ontario where there are no local police forces and also provides spe-

cialized investigative and enforcement assistance to municipal and regional forces. The OPP is comprised of the Office of the Commissioner and three deputy commissioners – Field Operations, Investigations, and Services – and seven divisions each under the command of a chief superintendent. The Office of the Commissioner provides policy direction and coordinates operations. The Budget Coordinator, Force Adjudicator, Professional Standards Branch, Protocol Officer and the Relocation Project are all within the Office of the Commissioner and have direct reporting lines. Field Operations is comprised of three field divisions ("A" Division (Districts 1-6), "B" Division (Districts 7-11), "C" Division (Districts 12-17)), Field Coordination Branch and Indian and Municipal Policing Branch. In total, Field Operations consists of 16 policing districts comprising 188 detachments including 13 municipal and four summer detachments. Investigations is comprised of two divisions: Special Investigations Division which consists of Anti-Rackets Branch, Criminal Investigations Branch, and General Investigations Branch; and Investigation Support Division which consists of Intelligence Branch, Registration Branch, Security Branch and Technical Support Branch. Services is comprised of Policy and Planning Branch, Program Evaluations Branch and two divisions – Administrative Services which consists of Information Services Branch, Records Management Branch, Staff Services Branch, and Training Branch; and Support Services Division which consists of Computer and Telecommunications Branch, Quartermaster Stores Branch and Transport Branch.

General Classes or Types of Records

Contain general administrative and operational records as described in the introduction to this directory. Also contain information relating to the administration and operation of the OPP and the law-enforcement functions it performs throughout the province.

Access Request Records
Agreements (shared use of information systems)
Crime-Prevention Measures
Criminal and Accident Statistics
Emergency Services
Enforcement of Federal and Provincial Statutes
Equipment Studies and Requirements
Fleet Management
Force Programs
Grand Jury Reports
Legal Procedures
Non-Personal Investigative Files
OPP Publications
Police Week
Policing Responsibilities
Public Awareness
Public Relations
Relationships with Other Police Forces
Statutes and Municipal Bylaws
Traffic Records
Training Programs

Manuals

Issued to staff to provide support for the administration, training and operation of the OPP.

Ontario Provincial Police Orders

Policy and Program Development Division

Provides required services (e.g., affirmative action, communication services, French-language coordination, legal advice, and policy development and coordination) to program managers in the ministry. The division comprises the following branches: Communications; Employment Equity Program; French Language Coordinator; Legal Services; and Policy Development and Coordination.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Program Resources Division

Provides required services (e.g., accommodation services, information technology, internal audit, financial, personnel administration and purchasing) to program managers in the ministry. The division comprises the following branches: Accommodation Services; Financial and Administration Services; Information Technology Services; Internal Audit; and Human Resources Services.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Manuals

Issued to all ministry offices by the Financial and Administration Services Branch.

Ministry of Solicitor General – Manual of Administration

Public Safety Division

The Public Safety Division promotes adequate standards for fire-safety services; determines the causes of fires; reviews the fire-safety standards of building plans; determines cause when death occurs in unusual circumstances in order to prevent or minimize any future loss of life; provides designated schools of anatomy with sufficient materials for training purposes; provides services and expertise in forensic pathology; and, using specialized and systematic analysis, presents facts to the province's judicial system. In addition, the division is responsible for planning provincial response to major emergencies including off-site accidents at nuclear plants, and for assisting municipalities and provincial ministries and agencies in developing plans to deal with emergencies in their respective jurisdictions. The division consists of the following branches: Emergency Planning; Centre of Forensic Sciences; Forensic Pathology; Office of the Chief Coroner; and Office of the Fire Marshal.

General Classes or Types of Records

Contain administrative information relating to the division's programs and the specific functions of each branch. Also contain information on contingency plans for emergencies

and disasters, and agreements between federal, provincial and municipal governments concerning emergency planning.

Advisory Services by Area
Breath Testing Program
Breathalyzer Maintenance and Repairs
Breathalyzer Supplies
Breathalyzer Training Specifications
Emergency Vehicles and Equipment Studies
Extinguishers
Fire and Affiliated Associations
Fire Fighting and Safety – Technical Studies
Fire Prevention Programs
Fire Services
Fire Statistics
Hotel Inspections
Hotel Safety
Inflammability of Fuel – Studies
Municipal Protection Surveys
Non-Personal Investigative Case Files
Public Protection Programs
Rescue Services
Truck Specifications

Manuals

Issued to staff of the division.

Fire Fighting Operations
Fire Prevention – General
Laboratory Aids for the Investigator
Ontario Fire College (training videotapes)
Regional Fire Fighting
Techniques of Instruction

Affiliated Agencies

Advisory Committee On Crime Prevention

The Advisory Committee on Crime Prevention evaluates crime-prevention programs in other jurisdictions with a view to their introduction in Ontario; assesses and evaluates existing crime-prevention programs; visits police forces across Ontario to assist the development and initiation of crime-prevention programs; and assists the Ontario Police College in developing crime-prevention courses. The day-to-day work of the committee is carried on by the Crime Prevention Liaison Officer.

General Classes or Types of Records

Contain information relating to the creation of municipal crime-prevention programs and the development of information materials for the public.

Minutes of Meetings

Animal Care Review Board

The Animal Care Review Board is the statutory body which hears appeals concerning the seizure of animals by the Humane Society.

General Classes or Types of Records

Contain information and correspondence related to the board's activities.

Appeal Decisions
Minutes of Meetings
Transcripts of Appeal Hearings

Coroners' Council

The Coroners' Council reviews the appointments of coroners and recommends termination of appointments of those who are not actively performing the duties of coroners; receives and investigates complaints concerning misbehaviour, incompetence or inability, or neglect of duty by coroners and makes such recommendations as it sees fit.

General Classes or Types of Records

No records are maintained by the Coroners' Council.

Fire Code Commission

The Fire Code Commission hears appeals concerning Fire Marshal's orders issued by municipal fire departments for violations of fire-safety codes in buildings.

General Classes or Types of Records

Contain information relating to the commission's hearings.

Minutes of Meetings
Transcripts

Manuals

Manual of Records of Hearings

Ontario Police Arbitration Commission

The Ontario Police Arbitration Commission is responsible for monitoring and evaluating the effectiveness of the police arbitration system and making recommendations for its improvement. The commission has five members and administers the arbitration process between the municipalities and municipal police forces.

General Classes or Types of Records

Contain information and correspondence related to the police arbitration process.

Arbitration Decisions
Commission Recommendations
Minutes of Meetings

Ontario Police Commission

The Ontario Police Commission was founded in 1962 to establish and maintain acceptable and uniform standards of police performance. The commission is responsible for supervising, monitoring and training, and provides technical operational assistance to Ontario's 125 municipal and regional police forces and the OPP. It conducts investigations and hearings into the conduct and performance of law-enforcement officers, and hears disciplinary appeals under the Police Act. It also assists in determining systems and policing needs in municipalities.

General Classes or Types of Records

Contain information relating to the administration and operation of police forces in the province.

Amalgamation of Policing Jurisdictions
Annual Reports of Municipal Police Forces
Crime Statistics
Domestic Violence
Equipment Studies and Requirements
High-Speed Pursuits
Inspection Reports
Ontario Police College – Officer Training
Police Force Complaints
Police Forces' Budgets and Resources
Seatbelt Enforcement
Traffic Safety Programs
Workload Studies (manpower requirements)

Manuals

Issued to assist in the administration of police forces. In addition to the manuals listed below, there are 1,600 training manuals, precis, hand-outs and videotapes relating to all areas of law enforcement. Most manuals are maintained at the Ontario Police College in Aylmer.

Field Training
Guidelines for Police Governing Authorities
Ontario Police Evaluation Guide
Ontario Police Recruiting Guide
Policies and Procedures – Technical Services Branch
Report on Police Training

Access

Information and Privacy Administrator
Ministry of the Solicitor General
2nd Floor, 90 Harbour Street
Toronto, Ontario
M7A 2S1
Telephone: (416) 965-4456

A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 90 Harbour Street, Toronto.

Stadium Corporation of Ontario Limited

Head

President and Chief Executive Officer
Stadium Corporation of Ontario Limited
Suite 930, 277 Front Street West
Toronto, Ontario
M5V 2X4
Telephone: (416) 963-3513

Mandate

The corporation was incorporated in August 1984 under the Business Corporations Act, 1982 (Ontario), and functions as a Crown agency reporting through the Treasurer of Ontario and Minister of Economics. It is charged with responsibility for the construction, operation and maintenance of the SkyDome stadium complex located in Metropolitan Toronto and is responsible for negotiating such financial, construction and leasing agreements as are necessary or of advantage to this purpose.

Organization

The corporation's sole division includes the following functional areas: Executive; Finance; Marketing, Communications and Public Relations; Administration; and Operations. Records are maintained centrally.

Divisions

All functional areas report to the president and chief executive officer.

General Classes or Types of Records

Contain background material associated with the development of the stadium concept, and information, analyses, and recommendations relating to the stadium project.

Architectural Submissions
Board of Directors' Meetings
Contractual Arrangements
Design Competition Documents
Proposals for Stadium-Related Goods and Services
Special Studies

Access

Treasurer
Stadium Corporation of Ontario Limited
Suite 930, 277 Front Street West
Toronto, Ontario
M5V 2X4
Telephone: (416) 963-3513

A public reading room for the review of manuals and other information is open during regular office hours at Suite 930, 277 Front Street West, Toronto.

Toronto Area Transit Operating Authority (GO Transit)

Head

Chairman
GO Transit
555 Wilson Avenue
Downsview, Ontario
M3H 5Y6
Telephone: (416) 630-5220

Mandate

In the public interest, GO Transit administers, designs and operates inter-regional transit systems; coordinates and integrates its operations with regional systems within its jurisdiction; advises regional transit authorities on their operations; and studies and investigates the use of provincial transit funds.

Organization

GO Transit comprises three divisions: Operations; Engineering, Development and Plant Maintenance; and Finance and Administration. All activities are directed from Go Transit's offices in Downsview.

Divisions

Engineering, Development and Plant Maintenance

The division provides technical expertise and communications services; administers and controls engineering projects; manages property and assets; and implements study projects.

General Classes or Types of Records

Contain information on consultants and contractors, property plans, repairs, maintenance, long-range development, contracts, communications equipment and services, statistics and development studies.

Communications Equipment, Operation and Servicing
Consultants and Contractors – Listings
Contracts, Tenders, Plans and Reports
Electrical and Mechanical Systems
Engineering Specifications and Standards
Environment
Graphics and Signs
Project Management
Property Maintenance Reports and Work Orders
Property Plans and Drawings

Property Repairs and Renovations
Transit Systems – Development Studies

Manuals

Issued to staff to provide detailed procedures, guidelines and instruction on the construction and maintenance of GO Transit facilities.

Engineering Standards
Plant Maintenance

Finance and Administration Division

The division administers and controls financial matters (budget, audit, revenue) and human-resource matters (personnel, labour, safety); and manages the acquisition and disposal of property, equipment, and supplies and services. It is responsible for corporate policies and procedures, legal services, the development of computer systems, property and equipment security systems, public relations, and ridership planning and statistical information.

General Classes or Types of Records

Contain information on administrative and financial matters, corporate policies and procedures, records and forms management, computer systems, purchasing, public relations, accidents, claims, vandalism, security, property, personnel and payroll.

Agreements, Contracts, and Tenders
Board Submissions
Customer-Service Reports
Insurance Policies
Labour Negotiations and Grievances
Safety and Training
Ticket Inventory and Sales Reports
Transit Ridership and Statistics
Vandalism Records
Vendor Information

Manuals

Issued to staff to provide direction, guidance and information on procedures for administrative programs and specific policy items.

Claims Procedures
Corporate Administrative Policy and Procedure
Health and Safety
Internal Audit
Purchasing and Tendering
Realty Services
Secretarial Procedures
Security
Tariffs

Operations Division

The division is responsible for the development, operations and procurement of bus, rail and support vehicle rolling stock and mobile equipment as well as the provision of a safe and reliable inter-regional transit system serving the general public.

General Classes or Types of Records

Contain information on the maintenance, procurement and operation of bus, rail and mobile equipment, the planning and development of transit schedules, and on procedures for sales and operations staff.

Agency and Terminal Operations
Bus Administration
Driver Training and Safety
Equipment – Planning and Development
Equipment – Specifications and Standards
Equipment History (maintenance and repairs)
Fuel Reports
Lost and Found
Operating Statistics and Reports
Sales
Scheduling
Vehicles – Work Orders

Manuals

Issued to staff to provide guidelines and instruction on the operation of bus-related customer-service operations and procedures for rail operations centres.

Driver's Operating Manual
Instructor's Guide – Bus Drivers
Rail Operations

Access

FOI Coordinator
Administration Branch
Toronto Area Transit Operating Authority
555 Wilson Avenue
Downsview, Ontario
M3H 5Y6
Telephone: (416) 630-5220

A public reading room for the review of manuals and other information is open during regular office hours in the library at 555 Wilson Avenue, Downsview.

Ministry of Tourism and Recreation

Head

Minister of Tourism and Recreation
7th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 963-1401

Mandate

The ministry encourages the development of a wide variety of tourist and recreational opportunities for Ontario residents and visitors. It promotes the growth of the tourism industry through marketing initiatives, financial assistance and advisory services and through its agencies which serve the public directly. The ministry also provides resources to municipalities, provincial organizations and community groups offering sport and recreation programs.

Organization

The ministry has four divisions – Planning and Administration, Tourism, Recreation, and Operations – and includes the Communications Branch and the Strategic Policy Branch. The Huronia Historical Advisory Council, Old Fort William Advisory Committee, Ontario Place Corporation, and St. Lawrence Parks Commission are agencies that report to the ministry. Head office is in Toronto and the ministry maintains 25 local offices in communities across the province.

Divisions

Communications Branch

The branch provides corporate communications services including the development of publications (brochures and newsletters) and the writing of speeches and letters of greeting for the minister and deputy minister. The branch promotes the ministry's work through the media and coordinates the ministry's French-language programs.

General Classes or Types of Records

Contain information on administration and finance, ministry programs, policies, agencies and attractions.

French-Language Services
Production and Reference for Employee Newsletter

Manuals

Provide policy guidelines on print and display production, public inquiries, the use of minister's and deputy min-

ister's letters of greeting, and the purchase of creative services.

Communications Policies

Strategic Policy Branch

The division coordinates ministry strategic planning and policy development; advises the minister and deputy minister on corporate policy issues; monitors relevant developments in other ministries; works with program staff to identify issues and prepare policy proposals; and coordinates ministry response to interministerial and government-wide issues.

General Classes or Types of Records

Contain information used in the analysis of tourism and recreation policy issues. Also include material concerning environmental assessments.

Environmental Assessment
Policy Development and Research

Planning and Administration Division

The division is responsible for resource planning and analysis, financial control, human resources, audit services, employment equity and ministry-wide administration including the supervision of support-service agreements with other ministries and liaison with central agencies. Also acts as liaison for and representative of the ministry's seven agencies and one attraction. Legal services are provided by the Ministry of Citizenship and Culture which retains related records on behalf of the Ministry of Tourism and Recreation.

General Classes or Types of Records

Contain correspondence and reports on administrative, operational and management policy processes and procedures, advice to the minister, information on program areas and agencies, finance, corporate planning, auditing, human resources, and systems and support services. Also contain correspondence between the ministry and the government's central agencies.

Agencies, Boards, and Commissions – General
Metro Toronto Convention Centre
Niagara Parks Commission
Ontario Lottery Corporation
Ontario Place Corporation
Ontario Trillium Foundation
Ottawa Congress Centre (Canada's Capital Congress Centre)
St. Clair Parkway Commission
St. Lawrence Parks Commission

Manuals

Document ministry administrative practices and provide operating guidelines.

Ministry Administration

Tourism Division

The division assists the tourist industry in developing facilities and services for Ontario residents and visitors and in marketing tourism in Ontario, and acts as the government's advocate for tourism. Also responsible for the operation of Old Fort William and the Huronia Historical Parks and for liaison with the Huronia Historical Advisory Council and the Old Fort William Advisory Committee.

General Classes or Types of Records

Contain tourism-promotion files, an inventory of publications, economic impact studies, financial analysis modules of various establishments, photographs, curatorial records, blueprints, emergency and security reports, tourism statistics, and administrative material.

Advertising Projects
Assessment of Ontario's Tourist Industry
Financial Assistance Programs
Huronia Historical Parks – Maintenance, Program Delivery, Promotion and Public Relations
International Offices – Promotion
Old Fort William – Advertising and Public Relations, Emergency and Security Reports, Historical Research and Collections Management
Old Fort William – Interpretive Programming
Old Fort William – Maintenance and Construction
Old Fort William – Reservations and Tour Bookings
Promotions Projects
Publications and Source Material
Research Statistics
Research Studies and Profiles
Tourism Development and Improvement
Tourism Policy
Tourism Promotion
Travel Trade Promotion
Visit Ontario Program

Manuals

Issued to staff at Ontario Travel Centres, the head office of the Travel Information Section, Old Fort William, and Huronia Historical Parks to provide direction and information concerning their areas of responsibility.

Huronia Historical Parks (Interpretive and Educational Manual, Sainte-Marie Interpretive and Educational Manual, Naval and Military Establishments)
Naval and Military Establishments Operations Manual
Old Fort William (Artillery Demonstration Safety, Education Canoe Safety, Information Centre Operations, Interpretive Canoe Safety, Musket Demonstration Safety, Seasonal Staff Handbook, Tour Guide Manual, Volunteer Handbook)
Ontario Travel Centres – Operations Manual
Sainte-Marie Operations Manual
Telephone Counselling Operations Manual

Recreation Division

The division ensures that appropriate services, programs and facilities for recreation, sports and fitness are accessible

to all residents of the province; supports community leisure-service agencies, sport and fitness organizations serving elite and recreational athletes, research activities, and leadership training. The division is also responsible for liaison with one agency of the ministry, Thunder Bay Ski Jumps Ltd.

General Classes or Types of Records

Contain information on general administrative, financial policy and legal matters, client relations including financial assistance requests and reports, and program and project-planning and reports.

Camping and Outdoor Education
Fitness Services
Grants – Provincial Sports-Governing Bodies and Physical Recreation Agencies
Liaison – Sports, Fitness and Recreation Clients
Non-Profit Camps – Grant Applications
Provincial Recreation Certification
Recreation Leadership
Recreation Services
Specialized Recreational Programs
Sports Services Correspondence
Thunder Bay Ski Jumps Ltd.
Workshops and Conferences

Manuals

Issued to all staff involved in grants administration and other assistance programs within the Sports and Fitness Branch and also to relevant client organizations.

Financial Assistance Guidelines
Sports Awards Criteria

Tourism and Recreation Operations Division

Through 25 field offices grouped into five regions, the division provides consulting services and channels government financial assistance to tourism and recreation clients in order to stimulate economic growth and recreational opportunities. Administrators and processes grants to fund various recreation projects and processes loans to tourism clients in northern Ontario.

General Classes or Types of Records

Contain information on applications from and licences for tourist establishments, general client-related correspondence and administration files. Also contain information on grant applications and correspondence, including detailed records of payments and approval transactions relating to each grant. The following records are kept by all regional offices unless otherwise specified.

Community Recreation Centres Act – Grants (CRCA Audit)
Eastern Ontario Federal-Provincial Subsidiary Agreement (eastern region)
General Grant Programs
Grants Administration System – Grants Administration Unit
Municipal Grants under Regulation 517

Northern Ontario Regional Economic Development
(northeastern and northwestern regions)
Northern Ontario Rural Development Agreement
(northeastern and northwestern regions)
Recreation Client Services
Recreation Grants
Tourist Establishments and General Administration
(research, studies, statistics)

Manuals

Issued to staff to provide guidance in preparing forms and letters used in grants administration.

Grants Administration Procedures

Affiliated Agencies

Huronion Historical Advisory Council

On behalf of the Huronia region and under the terms of the 1976 agreement between the province and the Jesuit Fathers of Upper Canada Holding Corporation, the volunteers appointed to the council report to the minister on two historic sites – Sainte-Marie-Among-the-Hurons (Midland) and the Historic Naval and Military Establishments (Pentanguishene). The council promotes tourism in Huronia and Huronia's history and culture.

General Classes or Types of Records

Contain minutes of meetings, travel claims, correspondence, and general information on the council.

Old Fort William Advisory Committee

The committee advises the minister on general policy concerning Old Fort William's capital development and program expansion. It works to build community awareness and an understanding of Ontario's fur trade heritage.

General Classes or Types of Records

Contain information on travel, hospitality, general administration, and minutes of meetings.

Ontario Place Corporation

The corporation operates a 39-hectare cultural, entertainment and recreation complex on the Toronto waterfront. Facilities include exhibition pavilions, outdoor entertainment venues, movie theatres, a marina, water-based attractions, an historic tribal-class destroyer, a children's play area, restaurants, snack bars, boutiques, picnic areas, and function and banquet facilities.

General Classes and Types of Records

Contain information concerning the corporation's management, administration, development, programs, operations, and resources.

Entertainment Contracts and Agreements
Finance and Operations
Maintenance and Construction
Marketing and Public Relations
Programs

Manuals

Issued to managers to provide direction on the corporation's administrative policies and practices.

Administration

Ontario Sport Medicine and Safety Advisory Board

Conducts research on the incidence, causes and prevention of injuries to participants in amateur sports and recommends improvements in training, equipment, facilities and competitive rules and procedures to reduce the problems and their impact.

General Classes or Types of Records

The board is no longer active and does not maintain records.

St. Lawrence Parks Commission

The commission operates and maintains parks, campgrounds, recreational facilities and historic sites along the St. Lawrence River from the Quebec border to just west of Kingston. Historic attractions include Old Fort Henry, Upper Canada Village and Fairfield House. Among the facilities are a marina, wildfowl sanctuary, golf course and nature/recreation trails.

General Classes or Types of Records

Contain administrative and financial records, information on program delivery, marketing and promotion, planning and development, facility operation and maintenance, and historical records including an inventory of artifacts.

Historical and Research Files
Marketing and Promotion
Operation and Maintenance
Planning and Development
Program Operation and Delivery

Manuals

Issued to staff to provide direction and information to assist in performance of duties.

Customer Services Booklet
Employee Orientation
Merchandising
Old Fort Henry Standard Operating Procedures
Parks and Recreation Manual for Interpretive Staff
St. Lawrence Parks Commission Personnel Manual

Access

Freedom of Information Coordinator
Ministry of Tourism and Recreation
7th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 963-3153

A public reading room for the review of manuals and other information is open during regular office hours on the ninth floor at 77 Bloor Street West, Toronto.

Ministry of Transportation

Head

Minister of Transportation
3rd Floor, Ferguson Block
77 Wellesley Street West
Toronto, Ontario
M7A 1Z8
Telephone: (416) 965-2101

Mandate

The ministry develops and maintains Ontario's highway system; provides subsidies for municipal roads and transit; develops policy for the province's air, rail and marine programs; licenses drivers and motor vehicles; promotes vehicle and road safety; and regulates the trucking and bus industries.

Organization

The ministry's head office is in Downsview with program delivery through regional and district offices. In addition, certain agencies, boards and commissions report directly to the minister.

Divisions

Office of the Deputy Minister

The deputy minister is responsible for the overall administration, supervision and coordination of the ministry's activities. The Management Employee Group, Public and Safety Information Branch, Strategic Policy Secretariat, Internal Audit Branch, and Office of Legal Services report to the deputy minister.

General Classes or Types of Records

Contain information on ministry management, strategic planning, and the provision of information to the general public. Also contain general administrative records as described in the introduction to this directory.

Management Employee Group (research, issues and committees)
Ministry Insurance Policies
Municipal Traffic Bylaws
Public and Safety (inventory of publications available)
Slides and Negatives (various ministry-related subjects)
Strategy Development and Policy Planning (SPS)
Studies on Social, Economic, Institutional and Technological Developments Including Surveys of the Public (as they relate to the ministry)
Vehicle Safety and Fuel Economy (16mm films)

Manuals

Issued to Office of Legal Services staff to process claims.

Procedures for Claims

Highway Operations and Maintenance Division

This division is responsible, in the area of highway operations, for the development of policies, procedures and systems, the conformity of program delivery processes, maintenance planning and budgeting, assessment of operational efficiency, and identification of needs for change and improvement. It also provides professional expertise and program delivery support in maintenance methods and technology, electrical, traffic management and equipment engineering, and the management and operation of the government repair garage. The division comprises: Transportation Corridor Management Office; Equipment Engineering Office; Traffic Management and Engineering Office; and Maintenance Branch. The government garage provides chauffering and garage services to all government ministries.

General Classes or Types of Records

Contain information on traffic control, road illumination, speed limits, highway landscaping, advertising, building permits, maintenance activities, ministry vehicles and equipment, and municipal zoning.

Accident Reports and Data
Highway Corridor Protection and Control
Maintenance Operations and Materials
Maintenance Planning
Ministry Equipment Specifications and Design
The Freeway Traffic Management System
Traffic Management and Control (signs, signals, speed limits)
Vehicles and Equipment (operations and history)

Manuals

Issued to staff responsible for maintaining equipment and highways and managing traffic to provide detailed procedures, guidelines and policies to be followed in administering highway maintenance and operations programs.

Corridor Control
Equipment
Maintenance
Traffic

Finance and Administration

The Office of the Assistant Deputy Minister, Finance and Administration is responsible for financial, human-resource, purchasing and supply, and general office support services, the development of computer-based systems, French-language services, and the Employee Incentive Program.

Ministry operations are supported by the following branches:
Financial Planning and Administration; Computer Systems;
Human Resources; and Supply and Services.

General Classes or Types of Records

Contain information on tenders, auctions, and government vehicles. Also contain general administration records as described in the introduction to this directory.

Contracts and Tenders
Ministry Asset Disposal (sales and auctions)
Ontario Vehicles and Fuel Purchasing
Qualification Rating System for Contractors
Service Centre Administration

Manuals

Issued to branch staff concerning financial policies and procedures, human-resource management, purchasing, records management, tendering procedures, and general administration. Policy directives and circulars are issued to all staff.

Finance
General Administration
Ministry of Transportation Directives
Personnel
Supply and Services

Engineering and Construction

The Office of the Assistant Deputy Minister, Engineering and Construction directs, controls, and supplies the technical expertise for the ministry's engineering, construction and right-of-way activities, including the management of the transportation capital-investment resources for the highways program.

General Classes or Types of Records

Contain information on highway and structural designs and construction materials, standards of construction, construction companies and contractors, property, land surveys, evaluation of construction, and highway-related research initiatives.

Accident Rates
Annual Road Construction Programs – Computer Listing
Capital Investments Monitoring and Outlooks
Cartography (working files and maps)
Contract Management
Engineering Materials (test results and files)
Environment
Estimating and Engineering Claims
Ferry, Border Crossings and Service Centre Data
Ground Surveys, Drawings and Photos
Highway Design, Drainage and Hydrology
Highway Engineering Research and Development
Highway Program Project
Properties
Provincial Highway Systems-Railway Crossing Inventory
Data, 1983

Roads (photographic and structure inventories of provincial highways)
Short-Term Traffic Projections
Structural Design and Standards of Bridges and Retaining Walls
Surveys and Plans Policies and Operations
Traffic Volume Counts

Manuals

Approximately 65 manuals support the functions of the Engineering and Construction Division. Manuals establish standards for construction, structures, highway design, etc.; outline procedures; provide property guidelines; list equipment and equipment maintenance; and assist in classification of materials, work and designs.

Fee Appraisers Handbook
Highway Construction Practices and Potential
Environmental Concerns
Property Manual

Provincial/Municipal Transportation

The Office of the Assistant Deputy Minister, Provincial/Municipal Transportation is responsible for the development of policy and planning initiatives to promote, coordinate and assist the movement of people and goods, at the local, regional, and inter-regional levels, and to points beyond Ontario, through the support and integrated use of all transportation modes, systems and infrastructures. Also responsible for conducting and supporting research, development and demonstrations in public transit, rail and automotive technology, and transportation energy.

General Classes or Types of Records

Contain information on projects, policy development, research, and studies related to municipal, rural, intercity and provincial transportation. Subjects covered include air, marine, rail, and municipal roads and transit services information for both passengers and freight.

Air Carrier Service (fares and information)
Air Services (survey data, statistical data and projects)
Airport/Heliport (construction, maintenance, and management)
Intercity Passenger Transportation (policy, projects and surveys)
Local Roads Boards and Statute Labour Board
Major Planning Initiatives in the GTA and Elsewhere in the Province (reports, studies, statistics)
Marine Transportation (studies, reports and issues)
Municipal Rail Technology (support documents on urban transportation development projects)
Municipal Roads – Connecting Link and Development Roads (designations and funding)
Municipal Roads Inventory Data (needs appraisals, annual returns, subsidies/expenditures, distance reports)
Municipal Transit (services and products)
Municipal Transit (subsidies and policy)
Municipal Transportation Policy Projects

Rail Transportation Service (reports, legislation and regulation)
 Transit Systems Technology and Information
 Transportation Demand (research and planning)
 Transportation Energy Efficiency (operations and projects)
 Transportation Energy Program (fleet listings and mailing lists)
 Transportation of Goods (policies and projects)
 Transportation Technology Development (project files, reports and working papers)

Manuals

Issued to staff as procedural and implementation guidelines.

Municipal Airport Development Program – Subsidy Policy and Procedures
 Municipal Airports (maintenance, operations and management)
 Municipal Guidelines (road system bylaws, pavement management, MUNIPARS)
 Municipal Maintenance Management System Implementation
 Municipal Roads Inventory and Methods Manuals for Road, Bridge and Railway Crossing Appraisal
 Municipal Roads Program – Subsidies and Grants
 Municipal Tender and Contract Documents
 Municipal Transit
 Remote Airports Program – Policy and Standards
 Transportation Energy Analysis

Safety and Regulation

Through legislation and regulation, the Office of the Assistant Deputy Minister, Safety and Regulation promotes highway safety and ensures the safe movement of people and goods. Drivers and vehicles are licensed and regulated by the Licensing and Control Branch. The Transportation Regulation Development Branch oversees the intercity bus and truck industries, and develops highway safety policies. The Compliance Branch is responsible for ensuring compliance with the legislation, investigations, and the licensing of carrier and motor-vehicle inspection stations.

General Classes or Types of Records

Contain information on driver and vehicle policies, highway carriers, bus and truck policies, vehicle weights, sizes and goods, legislation compliance investigations, systems development, driver training and highway safety.

Bus Transportation Policies
 Canadian Agreement on Vehicle Registration (CAVR)
 Program (operation of a vehicle in two or more jurisdictions)
 Driver and Vehicle Licence Office
 Driver and Vehicle Operational Policy
 Driver and Vehicle Operational Program Control
 Driver Examination Centres Licence Issuing Report
 Driver Instructors
 Drivers – Annual Statistics
 Garage Licences, Applications and Cancellations
 Highway Carrier Inspections and Legislation Compliance
 Highway Carrier Licensing and Information

Highway Safety Initiatives and Policies
 Licensing Assistance Correspondence
 Log of Licence Plate and Driver Record Searches
 Ministry of Revenue Sales Tax Records
 Motor-Vehicle Collisions Statistics
 Systems Development, Improvement and Support
 Trip Permits Information and Support
 Truck Transportation Policy
 Vehicle Standards, Specifications, Inspection and Investigations
 Vehicles – Annual Statistics

Manuals

Issued to staff involved in driver licensing, vehicle registration, driver examination and counselling, inspection and equipment operation. Provide detailed procedures, guidelines and policies to be followed in administering safety and regulation programs.

Bridge Clearance
 Canadian Agreement on Vehicle Registration
 Compliance
 Driver Policy
 Driver Procedures
 Equipment
 Photo Licence Implementation
 Vehicle Policy
 Vehicle Procedures

Regions and Districts

Regions and districts perform program delivery functions for the Provincial Highways, Provincial/Municipal Transportation, Safety and Regulation programs and, in northwest region only, the Air Program. Each of the five regions is responsible for a defined geographic part of the province. Some functions are performed at the regional level, while others are delivered at the district level. Each region is divided into both Provincial Highways and Driver and Vehicle districts.

General Classes or Types of Records

Contain information on construction plans and records, driver and vehicle regulation, surveys and plans, geo-technical aspects (e.g., pavement conditions and soils), structural and highway designs, property ownership and boundaries, traffic management, subsidies to municipalities; and planning and allocation of ministry resources.

Construction Tenders, Work Orders, Plans, Schedules and Reports
 Contracts
 Driver Examination Centres (operations and production)
 Electrical Design
 Engineering Service
 GO ALRT and GO Transit Agreements and Reports (central region only)
 Highway Pavement Conditions, Drainage and Hydrology
 Highway Planning and Design
 Highway Strip, County Site and Militia Maps
 Land Transfer/Acquisition
 Long-Term Municipal Transportation
 Maintenance Inspectors' Reports

Maintenance Work Orders
Ministry Agreements (re permits, property, maintenance, utilities)
Municipal Roads Subsidies
Remote Airports Construction and Maintenance (northwest region only)
Resource Planning, Construction and Maintenance Scheduling
Road Needs
Staff Safety
Structural Reports and Inventory
Traffic Management Records (signs, signals and traffic count data)
Vehicle Inspection
Winter Maintenance and Sanding/Salting Reports

Manuals

Provide detailed procedures, guidelines and policies.

Driver and Vehicle
Equipment
Maintenance
Policy
Procedure
Traffic

Affiliated Agencies

Licence Suspension Appeal Board

The board hears appeals from persons whose driver's or vehicle licences have been suspended, and concerning the refusal, revocation or conditions of motor-vehicle inspection station licences.

General Classes or Types of Records

Contain information related to board hearings, decisions and cases.

Case Files of Appeals Withdrawn
Licence Suspension Appeal Board Hearings (audiotaped records)

Ontario Highway Transport Board

The Ontario Highway Transport Board is a regulatory tribunal which approves the issuance of and changes to licences for bus and truck for-hire services. It recommends approval or rejection of transfers of operating licences and public-vehicle tariffs to the Minister of Transportation. Operating licences are issued by the minister under legislation that requires for-hire bus and truck operators to hold an operating licence.

General Classes or Types of Records

Contain information concerning the issuance of operator's licences for bus and truck for-hire services, applications, tariffs and certificates, and records of board hearings.

Board Hearings
Operator's Licence Application
Tariffs and Bus-Fare Rate Schedules

Ontario Transportation Development Corporation

This agency was established to encourage and contribute to the development and improvement of the public transportation system in Ontario.

General Classes or Types of Records

This corporation is currently inactive and does not maintain records.

Access

Freedom of Information and Protection of Individual Privacy Coordinator
Administrative Services Office
Ministry of Transportation
Lower Level, East Building
1201 Wilson Avenue
Downsview, Ontario
M3M 1J8
Telephone: (416) 235-4354

A public reading room for the review of manuals and other information is open during regular office hours in the Library Services Unit, Room 127, Central Building at 1201 Wilson Avenue, Downsview, telephone: (416) 235-4546.

Ministry of Treasury and Economics

Head

Treasurer of Ontario/Minister of Economics
7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Y7
Telephone: (416) 965-6361

Mandate

The ministry recommends fiscal, economic and regional development policies for the Ontario government. The ministry deals with taxation and fiscal policy, including the development of the provincial budget, economic policy and analysis, regional economic development, provincial borrowing and accounting, and statistical information.

Organization

The ministry is composed of five major divisions: Office of the Deputy Minister; Administration; Budget and Intergovernmental Finance Policy; Economic Policy; and Treasury. Together, they have 17 branches.

Divisions

Office of the Deputy Minister

The Office of the Deputy Minister is comprised of the Ministry Office and the Legal Services Branch. The Ministry Office coordinates policy briefings for the Treasurer in preparation for Cabinet and committee meetings, federal-provincial conferences, and meetings with groups, associations and municipalities. Legal Services prepares legislation and Orders in Council and provides legal interpretation on matters affecting ministry operations.

General Classes or Types of Records

The Ministry Office records contain information relating to Cabinet and committee meetings, policy advice provided by other divisions of the ministry, submissions from groups, associations and municipalities, and overall ministry management. Legal Services' records contain information relating to general administration and operation, legal opinions and advice.

Associations and Municipalities
Cabinet Documents
Committees
Legal Contracts and Agendas

Administration Division

Responsible for providing common administrative services (e.g., financial, telecommunications, printing, records management, communications, library, internal audit review, resource allocation, and human resources) in support of ministry programs. The Administration Division consists of Employment Equity and the following branches: Internal Audit; Management Services; Accounts and Office Services; Communications; Library and Personnel.

The Office of the Executive Director has custody of the records of the inactive Inflation Restraint Board, the Ontario Economic Council and the Board of Industrial Leadership and Development.

The ministry also provides selected administrative services to the Premier's Office and Cabinet Office and the ministries of Intergovernmental Affairs, Skills Development, Energy and the Management Board of Cabinet. Records for these ministries can be accessed through their respective information and privacy coordinators.

General Classes or Types of Records

Contain information relating to general administration and operations as described in the introduction to this directory.

Assets and Disposal
Expenditure and Revenue
Financial and Operational Analysis
Management Services Projects
Paid Publisher
Title Received – Monographs/Monographic Series

Office of the Budget and Intergovernmental Finance

This office assists the Treasurer in formulating Ontario's budget, including the fiscal framework, expenditure priorities, revenue targets, economic stabilization initiatives, taxation policy, federal-provincial and provincial-local finance policies. Also monitors and reports on budget performance and is responsible for pension and income-security policy development. The Office of the Budget and Intergovernmental Finance consists of three branches: Intergovernmental Finance Policy; Fiscal Planning Policy; and Taxation Policy.

General Classes or Types of Records

Contain information relating to economic and fiscal matters, and information received from line ministries and groups outside government.

Expenditure Forecasting (government-wide)
Federal-Provincial Cost-Sharing Agreements
Fiscal Framework and Spending Priorities
Local Government Fiscal Forecasts and Performance
Pension and Income-Security Policy
Policy Development (re consumption taxes, corporation taxes, personal income and wealth taxes, special projects, and taxation analysis)

Provincial Grants to Local Governments
Provincial Loans to Municipalities
Provincial-Local Issues
Revenue Forecasting and Stabilization Policy
Tax Policy Matters

Office of Economic Policy

This office initiates and coordinates the province's economic policies. It advises and assists the Treasurer and government by pursuing research into macroeconomic policies, international and intergovernmental economic issues, sectoral and regional issues, socio-economic and labour market issues, and the design and coordination of development policies aimed at enhancing the economy of the province. The Office also liaises with Statistics Canada on behalf of all ministries. The Office of Economic Policy consists of three branches: Economic Policy; Sectoral and Regional Policy; and Macroeconomic Policy.

General Classes or Types of Records

Contain information relating to labour markets and compensation, overall economic conditions, the service sector, regional matters, demographics and statistics.

Cabinet Agendas, Submissions, Committee Reports
Community Economic Transformation Agreements
Employment Income and Women's Issues
Energy and Transportation
Federal-Provincial Agreements
Ontario Statistics
Primary Sector and Manufacturing
Short- and Medium-Term Economic Forecasts
Structural Policy and Trade

Office of the Treasury

The Office of the Treasury advises the Treasurer on the management and direction of the finance, debt and investment activities of the province. It develops policy relating to finance, debt management and the utilization of cash resources; develops and directs the systems of financial information and accounting policies for the province; and reports to the Legislature, investors and the public on the province's financial position. The Office of the Treasury consists of three branches: Financial Information and Accounting Policy; Finance Policy; and Finance Operations.

General Classes or Types of Records

Contain information relating to ministries' accounts, banking practices, investments and securities.

Accounting Policy
Administration of Ontario's Debt Issues
Banking Policy
Debt and Liquid Reserve Management
Finance Policy for the Ontario Government and its Agencies
Financial Information Systems
Financial Reporting

Manuals

Issued to financial and administration officers in all Ontario government ministries, describing financial administration responsibilities.

Manual of the Office of the Treasury

Affiliated Agencies

Ontario Municipal Improvement Corporation

This corporation may purchase debentures from smaller municipalities or school boards on a last-resort basis. It administers its own portfolio of loans, as well as loans transferred from the former Education/Universities Capital Aid Corporations.

General Classes or Types of Records

Contain information relating to its administration and financial activities.

Candidates for Loans

Access

Information and Privacy Coordinator
Ministry of Treasury and Economics
5th Floor, Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Y7
Telephone: (416) 965-5500

A public reading room for the review of manuals and other information is open during regular office hours on the main floor of the Frost Building North at 95 Grosvenor Street, Toronto.

Minister Responsible for Women's Issues

Head

Minister Responsible for Women's Issues
4th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1C2
Telephone: (416) 965-7785

Mandate

The Minister Responsible for Women's Issues advises the government on matters pertaining to women.

Organization

The minister carries out the mandate through two organizations – the Ontario Women's Directorate and the Ontario Advisory Council on Women's Issues.

Ontario Women's Directorate

Mandate

The directorate identifies and analyzes women's issues and priorities, and advises the government on policies for the enhancement of equal opportunity and the elimination of discrimination relating to women in Ontario. It works within the government to develop and implement programs that will benefit women and educate the public and private sectors on women's issues.

Organization

The directorate's head office is in Toronto with a field office in Thunder Bay. The directorate is organized as one division with six branches or sections.

Divisions

Office of the Assistant Deputy Minister

Provides overall strategic direction for the directorate; coordinates the activities of the branches; and liaises with the minister's office.

General Classes or Types of Information

Contain information on committees on which the directorate sits, relations with other governments and ministries, the

Legislature, current and future directions of the directorate, budget, and technology development.

Federal-Provincial Meetings
Interministerial Committee
Order-in-Council Appointments
Women's Groups and Organizations

Consultative Services Branch

Identifies, designs, and coordinates Ontario's employment equity policies and programs for women in government and in the broader public and private sectors. Staff consultants provide start-up assistance to organizations establishing employment equity programs.

General Classes or Types of Records

Contain information on private-sector companies and public-sector organizations in Ontario.

Broader Public Sector
Case Studies
Clients
Consultants
Employers
Employment Equity
Labour Unions
Ontario Public Service Employment Equity Program and Review
Other Governments' Initiatives
Private-Sector Companies
Surveys of Executives

Manuals

Issued to employment equity practitioners as requested and to people attending employment equity workshops.

Achieving Employment Equity – A Manual for Practitioners

Finance and Administration Section

Responsible for the development and coordination of financial, administrative and support services.

General Classes or Types of Records

Contain information related to general administrative and operational support as described in the introduction to this directory.

Manuals

Issued to directorate staff.

Manual of Administration for the Ontario Women's Directorate

Policy and Research Branch

Advises the minister and Cabinet on economic, social and justice issues as they relate to women; conducts research; consults with key ministries in the Ontario public service on

policy development relating to women's issues; reviews Cabinet submissions for their impact on women; and provides policy advice and briefings. Major policy initiatives include pay equity, family violence, and employment equity.

General Classes or Types of Records

Contain information on Cabinet and Management Board submissions, internal policy documents, research materials, and public opinion polls.

Economics Issues
Family Violence
Justice Issues
Pay Equity
Pension Reform
Social Issues

Program Development Branch

Coordinates and develops of programs that will benefit women in Ontario and administers the Community Grants Program. Current branch projects include the development of new education initiatives designed to improve women's access to non-traditional and technology-related employment.

General Classes or Types of Records

Contain information on community groups, grant applications for the Community Grants and Experience programs, and program reports.

Community Grants Program
Experience Files
Here Today . . . Where Tomorrow (film)
Open Doors Project
Pathmakers Project

Public Education Programs and Services Branch

Coordinates information concerning women and the directorate's activities, including media relations, advertising, speeches, exhibits, special projects, information services, the development of publications, and the distribution of educational material.

General Classes or Types of Records

Contain information on public requests for material, media surveys, communications activities and plans, advertising campaigns, and public education programs for the directorate.

Advertising Campaigns
Media Scan

Manuals

Issued to branch staff on administrative and operational policies and procedures.

Agency of Record 1986 Procedure Manual and Planning Guide
Exhibit Booth Information
Publications Section Reference

Access

Freedom of Information Coordinator
Ontario Women's Directorate
4th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1C2
Telephone: (416) 965-7785

A public reading room for the review of manuals and other information is open during regular office hours on the fifth floor, Mowat Block, 900 Bay Street, Toronto.

Ontario Advisory Council on Women's Issues

Mandate

The council provides independent advice on matters pertaining to the status of women in Ontario; monitors and assesses existing legislation, policies and programs related to the needs of women; identifies specific areas requiring government attention and recommends legislation and program changes; and consults with groups and holds public meetings with the purpose of stimulating public discussion in regions throughout Ontario.

Organization

The Ontario Advisory Council on Women's Issues has sixteen members appointed by Order in Council. Its office is in Toronto.

General Classes or Types of Records

Contain information and correspondence on the activities and administration of the council.

Issue Files
Regional Consultations
Women's Groups

Access

Freedom of Information Coordinator
Ontario Advisory Council on Women's Issues
5th Floor, 880 Bay Street
Toronto, Ontario
M5S 1Z8
Telephone: (416) 965-5824

A public reading room for the review of manuals and other information is open during regular office hours on the fifth floor at 880 Bay Street, Toronto.

Workers' Compensation Board

Head

Chairman
Workers' Compensation Board
2 Bloor Street East
Toronto, Ontario
M4W 3C3
Telephone: (416) 927-4000

Mandate

The board is responsible for administering the Workers' Compensation Act. It raises funds from employers to provide compensation to workers injured on the job. Compensation includes payment for medical expenses and loss of wages, vocational and medical rehabilitation, permanent disability pensions, and death benefits to surviving dependants. The board also sponsors accident-prevention activities and funds safety associations.

Organization

The board's head office is in Toronto. The board has three divisions, five regional offices (Hamilton, London, Sudbury, Thunder Bay and Ottawa), three area offices (Kitchener, Windsor and North Bay), and four information offices (Kings-ton, Timmins, St. Catharines and Sault Ste. Marie).

Divisions

Client Services Division

Client-service units and regional offices, which deliver benefits to injured workers and their dependents, include Claims Services, Medical Services and Vocational Rehabilitation Services.

General Classes or Types of Records

Contain information on the development of policy for the adjudication of claims, health care benefits, vocational rehabilitation programs and activities, agency payments, and reports and statistics produced for internal purposes.

Account Payment
Admission and Discharge Records
Agency Index
Claims Policy Development
Claims Project and Research
Claims Statistical and Management Report
Medical Overpayment
Medical Patient Census
Medical Pension
Medical Treating Agencies

Vocational Rehabilitation Agency Payment
Vocational Rehabilitation Project
Vocational Rehabilitation Research and Special Studies

Manuals

Issued to Client Services staff to provide details on administrative and operational policies and procedures. Manuals from other areas of the board are available as required.

Accident Cost Transfers
Area Office Guidelines
Claims Adjudication Branch Manual
Claims Investigation Procedures
Claims Records Control Procedures
Claims Records Control Training
Claims Services Division Manual
Claims Training
Classification
Data Control
Dietary Policy and Procedures
Dietary Quality Assurance
Doctors' Manual
Fire and Disaster Plans
Health Care Benefits
Medical Agency Services
Medical Records
Medical Services Division, Policies and Administrative Guidelines
Medical Services Transportation
Nursing Services
Occupational Therapy Staff Manual
Pharmacy Policy and Procedures
Physiotherapy
Psychological Services Policy and Procedures
Radiology Policy and Procedures
Regional Central Registry
Regional Office Services
Registration and Control Operating Procedures
Remedial Gymnasium
Social Work Procedures
Support Staff Information/Guidelines
Treatment Program Office
Vocational Rehabilitation
Vocational Rehabilitation – JOB System
Worker Services
Workers' Compensation Appeal Tribunal Records
Works Policy and Procedure

Corporate Services Division

Provides ongoing support to the client-service and policy-making groups and oversees the raising of revenue from employers to fund the board. The division is composed of the following units: Actuarial Services; Communications; Employment Equity; Financial Services; Human Resources; Investment Fund; Legal Services; and Management Information Services.

General Classes or Types of Records

Contain information on policies and procedures concerning the division's operating areas. Each operating area

maintains information on economic trends, long-term financial planning, information circulars, employment legislation and trends, Schedules 1 and 2 employer actions, board security and property administration, payroll, investment and money management, stock and bond markets, investment portfolios and all board investments, systems development and applications, and users' reports.

Accident Costs
Accounts Receivable – Schedule 2 Employers
Assessment Rates
Assessments – Schedule 1 Employers
Computer Lease, Rental and Maintenance Agreements
Computer Resources
Consulting Actuaries
Corporate Annual Reports
Credit Rating Reports
Employer Experience Rating
Employer Firms
Employer Reclassification
Employment Trends
Financial Reports
Investments
Leases
Liability – Schedule 1 Employers
Management Information Services Study Papers
Management Information Services Vendors
Mortgage Records
Rate Accounts
Real Estate
Safety Associations
Trade Associations

Manuals

Issued to Corporate Services staff to provide details on administrative and operational policies and procedures. Manuals from other areas of the board are available as required.

Administration and Production – Policy and Procedures
Computer Lease, Rental and Maintenance Agreements
Employment Assessment Policies
Experience Rating Plan
Industry Firm Classification
Investment Policy and Procedures
Lease Records and Procedures
Management Information Services – Study Papers
Management Information Services – Vendors
Organization Manual (WCB) Ontario
Purchasing Policies and Procedures
Research and Development – Policy and Procedures
Revenue Branch Classifications
Revenue Branch Operations
Superannuation Policy and Procedures, Benefits Section,
1985 Treasury Branch Operations

Internal Audit

Provides the Audit Committee and senior management with an independent systematic and objective assessment of the board's operations and of the manner in which funds are acquired, expended and invested.

General Classes or Types of Records

Contain information on audit policy and procedures for all board programs and activities, audit organization, objectives, coverage, allocation of resources and internal administration.

Audit Assignment files
Audit Reports

Manuals

Issued to audit staff to assist their audit operations. Procedures manuals from other areas of the board are available as required.

Internal Audit – Policies and Procedures

Policy and Specialized Services Division

The Policy and Specialized Services Division formulates the operational policies guiding the provision of the board's major services. It coordinates policy development for and delivery of health and safety education programs in Ontario, and oversees the operation of the Downsview Rehabilitation Centre. This division also has responsibility for the Occupational Health and Safety Authority which oversees the activities of various safety associations coming under the auspices of the Workers' Compensation Act.

General Classes or Types of Records

Contain statistics, studies, surveys and policy research. Also contain policies and procedures for the Occupational Health and Safety Education Authority, its delivery agencies, the safety associations, first-aid training programs, and reports and statistics produced by the Occupational Health and Safety Education Authority and the safety associations.

Accident Cost Statements – Schedule 1 Employers
Accident Frequency Rates by Occupation
Accident Statistics (safety associations and rate groups)
Advisory Committee on Occupational Chest Diseases
Advisory Council on Occupational Health and Safety –
Ministry of Labour
Association of Workers' Compensation Board of Canada –
Convention Reports
Back Injury Claims (Task Force on Backs)
Canadian Centre for Occupational Health and Safety
Cancer Claims and Index
Compensation Benefits Review
Compensation Claims by Costs, Geographical Unit, Firms
and Summary Reports
Compensation Claims Statistics
Computer Capacity System Planning
Distribution of Temporary Total Disability
Economy Projections
Employed by Occupation – Ontario
Employer Firm Profiles
Fatal Claims Records
First Aid Program Records and Reports
Industrial Disease Statistics Panel
Industrial Noise Deafness

Joint Policy Review Board Records
Lump Sum and Permanent Disability Awards
Mine Rescue Stations – Charging of Costs
Occupational Health and Safety Research and Special Studies
Safety Association Records
Standard Geographical and Industrial Classification
Task Document Sample Study

Manuals

Issued to staff to provide details on administration and operational policies and procedures. Manuals from other areas of the board are available as required.

Mining Statistics Coding
Occupational Classifications
Safety Association Administration
Safety Associations (firm profile, name and address)

Review Services Department

The department carries out the board's decision-review function; administers access to claims files as prescribed under the Workers' Compensation Act (s.77); and maintains liaison with the Office of the Ombudsman concerning board decisions. The division comprises: the Decision Review Branch; the Hearings Branch; Administrative Services; and the Research and Advisory Service.

General Classes or Types of Records

Contain information on adjudication and access policies and procedures, and measures and records pertaining to the hearings conducted by the division.

Decision Records
Hearings Records and Procedures
Research Files

Strategic Planning and Analysis Department

This unit ensures that the programs of the Workers' Compensation Board are carried out in accordance with the act and the approved policies and procedures of the board. It comprises two branches: General Counsel and Secretary of the Board, and Strategic Policy. The Strategic Policy Branch deals with policy issues which affect the board as a whole and provides organizational development studies, macro-budgeting and corporate planning studies.

General Classes and Types of Records

Contain corporate records.

Actuarial Reports
Administrative Matters (schedule of medical benefits etc.)
Auditors' Reports
Board Policies and Procedures
Employer Assessment Rates
Interest Group Representation
Financial Services – Mortgage Servicing Agreements

Historical Legislation – Amendments to the Act and Regulations
Leases and Agreements
Management Committee Minute Books
National and International Compensation Jurisdictions
Reciprocal Agreements
Records of Board Meetings (board decisions on claims, board minute books (from 1914), board of directors and executive committee agendas, executive committee minutes, rulings of the board on sections of the act)
Royal Commission and Task Force Investigations and Reports
Section 15 Hearing Decisions
Superannuation Plan Minutes and Minutes re Investments of Superannuation Fund
Workers' Compensation Appeals Tribunal Decisions

Access

Freedom of Information Coordinator
Workers' Compensation Board
2 Bloor Street East
Toronto, Ontario
M4W 3C3
Telephone: (416) 927-4005

A public reading room for review of manuals and other information is open during regular office hours at 2 Bloor Street East, Toronto.

III Indices

Listing of Ministry and Agency Identifiers

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Agriculture and Food, Ministry of	AG&FOOD
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Attorney General, Ministry of the	ATTGEN
Cabinet Office	CAB
Citizenship, Ministry of	MOC
Colleges and Universities, Ministry of	MCU
Community and Social Services, Ministry of	MCSS
Consumer and Commercial Relations, Ministry of	MCCR
Correctional Services, Ministry of	CORRECTIONS
Culture and Communications, Ministry of	MCC
Disabled Persons, Office for	ODP
Education, Ministry of	EDUC
Energy, Ministry of	ENERGY
Environment, Ministry of the	MOE
Financial Institutions, Ministry of	MFI
Francophone Affairs, Minister Responsible for	FRE
Government Services, Ministry of	MGS
Health, Ministry of	HEALTH
Housing, Ministry of	HOUSING
Industry, Trade and Technology, Ministry of	MITT
Intergovernmental Affairs, Ministry of	MIA
Labour, Ministry of	LABOUR
Liquor Control Board of Ontario	LCBO
Management Board of Cabinet	MBC
Metro Toronto Convention Centre Corporation	MTCCC
Municipal Affairs, Ministry of	MUNAFF
Native Affairs, Minister Responsible for	NAT

Natural Resources, Ministry of	NMR
Niagara Parks Commission	NPC
Northern Development and Mines, Ministry of	NDM
Ontario Centres for Technology	OCT
Ontario Food Terminal Board	OFTB
Ontario Hydro	HYDRO
Ontario Lottery Corporation	OLC
Ontario Northland Transportation Commission	ONTC
Ontario Stock Yards Board	OSY
Ontario Waste Management Corporation	OWMC
Ottawa Congress Centre	OCC
Revenue, Ministry of	REVENUE
Senior Citizens' Affairs, Office for	SCA
Skills Development, Ministry of	SKILLS
Solicitor General, Ministry of the	SOLGEN
Stadium Corporation of Ontario Limited	STADCO
Toronto Area Transit Operating Authority (GO Transit)	GO
Tourism and Recreation, Ministry of	MTR
Transportation, Ministry of	TRANS
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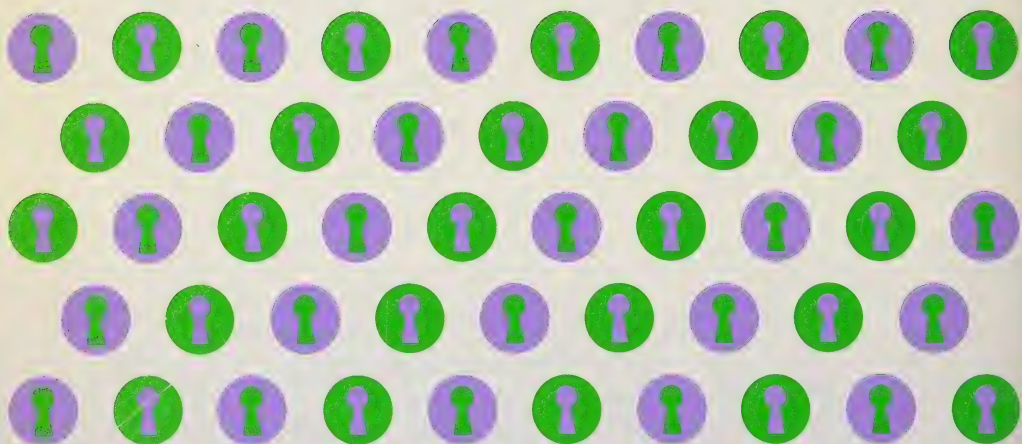
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Ontario

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Foreword

Ontario's Freedom of Information and Protection of Privacy Act gives individuals a legal right of access to information held by the government and its agencies. There are exceptions to this right but they are limited to the specific provisions of the legislation. The Act also gives individuals a right of access to their personal information and establishes standards to ensure that this information is protected.

On January 1, 1989, coverage of the Act was extended to District Health Councils, Colleges of Applied Arts and Technology, the Royal Ontario Museum, the Ontario Institute for Studies in Education, the Teachers' Superannuation Commission and the Ontario Municipal Employees' Retirement System.

Two directories are issued annually to assist individuals in locating records and personal information maintained by institutions covered by the Act. These publications are:

- *Directory of General Records*
describing the organization, mandate, records and manuals of institutions;
- *Directory of Personal Information Banks*
describing the organization and personal information maintained by institutions.

The directories are issued in English and French editions, and are available in libraries, offices of institutions covered by the Act and the Ontario Government Bookstore, Main Floor, 880 Bay Street, Toronto, Ontario M7A 1N8.

For further information about the Act or the directories write to:

Management Board Secretariat
Freedom of Information and Privacy Branch
18th Floor
56 Wellesley Street West
Toronto, Ontario
M7A 1Z6

Telephone: (416) 586-2187

I. Introduction

What Information is Available?

The Freedom of Information and Protection of Privacy Act gives the public a right of access to records held by Ontario government ministries and agencies. Individuals may request any record of information in any form including a letter, report, computer tape, microfilm, videotape or sound recording.

Certain information may be withheld under one of the specific exemptions outlined in the Act. These exemptions include:

- cabinet records;
- records containing certain law enforcement information;
- records that could prejudice intergovernmental relations;
- personal information that could invade the privacy of an individual;
- certain records supplied in confidence by a third party.

A record must be disclosed to a requester unless it falls within one of the exemptions.

How to Use The Directory

Locating the Information

This directory is arranged alphabetically with a chapter for each institution covered by the Act. Where the institution is an Ontario government ministry, the chapter includes an alphabetical listing of affiliated agencies of that ministry (e.g. boards, commissions and committees).

An alphabetical index at the back of the publication provides a complete list of institutions and affiliated agencies, and the page where they may be found in the directory.

An alphabetical subject index is also provided at the back of the directory. This index allows the user to locate a record by looking up the subject matter to which it relates.

Each chapter in the directory contains the following information:

Name

- the full title of the institution;

Head

- the title, business address and phone number of the minister or head of the institution;

Mandate

- the goal or purpose of the institution;

Organization

- a description of the organizational structure;

Divisions

- a description of each major organizational unit or program area within the institution
- a description of the records used to support each division's programs and an alphabetical listing of the general classes or types of records maintained
- a statement about the manuals issued by each division and an alphabetical listing of such records;

Affiliated Agencies

- a description of the agencies closely associated with each ministry
- a description and alphabetical listing of the general records and manuals maintained by each affiliated agency;

Access

- the title, address and phone number of a contact person in the institution
- the location of a reading room for the review of manuals and other information.

General Classes or Types of Records

The records listed in each institution chapter do not represent individual documents or files. Instead, records have been grouped into classes according to their common subject matter. The class or type of record listed in the directory may consist of a number of records in different forms including letters and memos, reports, computer files, and microfilm.

Manuals

Institutions are required by the Act to make certain manuals available to the public in a reading room or other designated office. This requirement applies to manuals, directives and guidelines containing information about programs or enactments that affect the public. The location of a reading room can be found at the back of each chapter under the heading "Access".

The manuals issued by each institution are listed in the directory. Where the number of manuals is extremely large, the listing may contain subject categories rather than individual titles. A more detailed inventory can be obtained by contacting the Freedom of Information and Privacy Coordinator in the appropriate institution.

Common General Administration Records

Certain types or classes of records are common to most institutions. These records contain information about general administration and operational support functions such as personnel, finance, purchasing, audit and property management. To avoid repetition, these common classes of records are described in the introduction. Where applicable, a reference to this listing is included in each chapter. Common administration records include:

- Administrative support records including statistics, agendas and minutes of meetings, general inquiries, administrative procedures, library services, records management, data systems development and management, travel and transportation, property management, building and accommodation services, mail and messenger services;
- Cabinet submissions, Management Board submissions, Orders in Council, draft legislation, briefing notes, general correspondence;
- Communications records including speeches, ministers' statements, news releases, promotional and educational publications, audio-visual and film packages, advertising plans and records, public opinion polls, annual reports, visual-identity records, issues and background summaries;

- Financial records including financial systems and comptrollership, estimates, budgets, invoices, purchase orders, expenditure statements, allowances and expenses, assets management, inventory management;
- Human resources management records including human resources allocation, organization charts, job specifications, pension, benefits and insurance;
- Legal records including statutes and regulations, research and opinions, correspondence, contracts and agreements;
- Planning and management records including strategic and operational plans, work programs, accountability reports, audit and efficiency reports, consulting reports, Management by Results files, policies, directives and guidelines.

Operational Records Common to Colleges of Applied Arts and Technology

In addition to general administrative records which are common to most institutions, there are certain classes of operational records common to most community colleges. These records document the planning, development, and delivery of college programs. As with general administrative records described above, these common operational records have been listed in this introduction to avoid repetition. A reference to these common records, however, can be found in each community college chapter.

Operational records common to most community colleges include:

- Board of Governors records, including minutes of the board and committees, by-laws, and policies.
- Corporate planning, management, and development records, including College Council functions, capital funding requests and approvals, capital project files, institutional research and market analyses, operational review reports, Ontario College Information System reports on plant, property, finance, staff, and students, and fundraising activities.
- Records relating to the development and delivery of academic programs, including academic program sponsoring agencies,

academic program submissions and approval files, program advisory committee records, program and course files, program accreditation and evaluation records, co-op and work term records, and examinations and assessment instruments.

- Records relating to government-sponsored programs and government relations, including annual reports to the Minister of Colleges and Universities, government relations and negotiations, Innovation Center project files, FUTURES program files, Ontario Skills Development program files, Ontario Basic Skills program files, Canada Employment and Immigration Commission/Apprenticeship and other sponsored program records, and business and industry training programs.
- Enrolment and registration records, including registration policy, operations, and statistics, enrolment audits, tuition and fee records, and transcript requisitions.
- Student service records, including financial aid services, housing and accommodation registries, funding and program records for scholarships and bursaries, Ontario Student Assistance Program files, special needs programs and services, athletics programs, student job requests and job placements, and graduate placement reports.
- College human resource management records, including labour/management committee minutes, position evaluation committee minutes and records (Hay and Support Staff committees), professional development program records, and health and safety inspections, audits and reports.
- Records relating to outreach programs, including international training and development projects, secondary school liaison, and community agency affiliation records.
- Records relating to ancillary services, including the operations of the bookstore, cafeteria, student newspaper, student residence, fitness facilities, day care centre, campus functions (dances, concerts, etc.).

How to Make a Request

In most cases, it is not necessary to apply under the Freedom of Information and Protection of Privacy Act to obtain access to government records. Requests for information can generally be made by calling, writing or visiting the appropriate institution office.

A request under the Act can be made by completing a *Request for Access to Record* form which is available in government offices across the province. An example of how to complete the form is included at the end of this section.

The completed form should be forwarded to the institution most likely to have the information. The correct mailing address can be found at the end of each chapter in this directory under the heading "Access".

In some cases, a fee may be charged for access to information. The Act allows institutions to collect fees for such things as search time in excess of two hours, copying and computer processing. Where an estimated fee exceeds \$25, the requester will be notified and asked to authorize any further work on the request.

Normally, a request must be processed within 30 calendar days. This means that the institution must either provide access to the requested record or notify the individual that the information is exempt under the specific provisions of the Act. If the institution requires a time extension for any reason, then the requester must be notified.

Requesters should provide as much information as possible. Individuals who need assistance in locating records or completing a request form should contact the Freedom of Information and Privacy Coordinator in the appropriate institution. The address and phone number of the Freedom of Information and Privacy Coordinator can be found at the end of each chapter.

Access by Disabled Persons

For Print Handicapped Persons

Print handicapped persons should contact the appropriate Freedom of Information and Privacy Coordinator by telephone to discuss alternate means of making a request if they are unable to complete a request form.

For Hearing Impaired Persons

Where a telecommunication device for the deaf (TDD) service is available to an institution, the number will be shown at the end of the institution's chapter under the heading "Access". Where institutions do not have a TDD service, individuals can use the Bell Relay Service to place calls. Information on this service can be found in local public telephone directories.

For Wheelchair Users

Where an institution's reading room is physically accessible, the international wheelchair accessibility symbol is shown at the end of the institution's chapter under the heading "Access".

In general, when making a request, visiting an institution's reading room or examining records, a disabled person may be accompanied by a proxy or may have a proxy act for him/her. If a proxy acts alone, proof of consent by the disabled person to be represented is required.

How to Appeal a Decision

An individual may appeal any decision made by an institution including refusal to grant access, extension of the 30 day deadline, and fees. Appeals should be directed to:

Information and Privacy Commissioner
17th Floor
80 Bloor Street West
Toronto, Ontario
M5S 2V1

Telephone: (416) 963-3333
Toll Free: 1-800-387-0073
FAX: 965-2983



Ontario

**Request for access to record
Demande d'accès au document**

**Freedom of Information and Protection of Privacy Act, 1987
Loi de 1987 sur l'accès à l'information et la protection de la vie privée**

Please print or write legibly/Veuillez imprimer ou écrire lisiblement

Last name/Nom de famille <i>Doe</i>		First name/Prénom <i>John</i>		Middle name/Second prénom <i>—</i>	
Address (Street/Apt. No. P.O. Box No./R.R. No.) Adresse (Rue/App. C. P./R. R. n°) <i>123 Main Street</i>			City or town/Cité ou ville <i>Anytown</i>		Province <i>Ontario</i>
Postal code/Code postal <i>A1A-1A1</i>		Telephone number(s), with area code/Numéro(s) de téléphone et indicatif régional			
		area code/ indicatif régional Day/Jour <i>111</i> <i>123-4567</i>		area code/ indicatif régional Evening/Soir <i>111</i> <i>123-8910</i>	

Details of record requested/Détails du document demandé

1. Ministry/Institution request made to/Ministère/Organisme auquel la demande est présentée

Management Board Secretariat

2. Detailed description of record/Description détaillée du document

*Records containing information relating to
the designation of agencies under the
Freedom of Information and Protection
of Privacy Act, as follows:*

- minutes of meetings*
- background policy papers*

3. Preferred method of access/Mode préféré d'accès



Receive copy/Recevoir une copie



Examine/Consulter

Signature <i>John Doe</i>			Date		
			Day/Jour <i>02</i>	Month/Mois <i>01</i>	Year/Année <i>89</i>

For Ministry/Institution use only/À l'usage exclusif du ministère ou de l'organisme

Date received/Date de réception			Reference number/Numéro de référence		Comments/Remarques
Day/Jour	Month/Mois	Year/Année			

General Records of Institutions

Ministry of Agriculture and Food

Head

Minister of Agriculture and Food
11th Floor, 801 Bay Street
Toronto, Ontario
M7A 1A3
Telephone: (416) 965-1041

Mandate

To encourage an efficient and competitive agriculture and food sector in Ontario by delivering effective programs and services to those who grow, process and market food.

Organization

The ministry is organized in five divisions: Advisory and Technical Services; Education and Research; Finance and Administration; Marketing; and Quality and Standards. In addition, three branches report directly to the deputy minister: Communications; Economics and Policy Coordination; and Legal Services.

The ministry's head office is in Toronto. The administration of five branches, the colleges, and research stations is conducted from the Guelph Agriculture Centre. There are also 54 county and district offices throughout the province. Refer to the Government of Ontario Telephone Directory for addresses.

Divisions

Advisory and Technical Services Division

Counsels and advises farmers and producer organizations on management practices and provides laboratory and technical services essential to the business of farming. Division includes the following branches: Agricultural Representatives; Animal Industry; Plant Industry; Agricultural Laboratory Services; Veterinary Laboratory Services; and Soil and Water Management.

General Classes or Types of Records

Contain reference and instructional materials related to agriculture health and safety standards, and program background material and criteria.

Animal Welfare
Animals for Research

Branding of Animals
Drainage
Environmental Protection
Farm Business Management
Field Crop Management and Production
Floraculture and Nursery Production
Fur Farms (licensing, statistics)
Grain Dryer Retrofit Program
Greenhouse Energy Efficiency Program
Hatchery Supply Flock Policy
Horticultural Crop Management and Production
Integrated Pest-Management Program in Ontario
Laboratory Services
Livestock (management, medicines, performance testing)
Ontario Clingstone Peach Tree Planting Assistance Program
Pest Management
Pork Industry Improvement Program
Provincial, Regional and County Program Objectives
Red Meat Program
Seed Potato Program (SPUD)
Soil Conservation Assistance Program
Soil Management
Soils Inventory
Veterinary Designated Area Assistance Policy
Veterinary Laboratory Services
Weather and Climate
Weed Control
Woodlot Management and Maple Syrup Production

Manuals

Contain factual and instructional material and are issued to program staff to assist farmers in implementing recommended procedures and complying with ministry requirements for quality control and financial assistance purposes.

Drainage Manual
Integrated Pest-Management Field Manual

Communications Branch

Provides a complete communications service to the ministry by planning, promoting, and explaining policies, programs and activities, and by preparing materials suited to various client needs.

General Classes or Types of Records

Contain information on all aspects of agriculture. Include print materials, photographs, audiotapes, videotapes, 35mm film, and exhibit displays.

Communications Research/Recommendations
Corporate Publications
Film Library
Photo Library
Special Events

Economics and Policy Coordination Branch

Provides economic, statistical and policy analysis to all segments of the ministry and the industry, and is responsible for policy coordination within the ministry.

General Classes or Types of Records

Contain research papers, aggregate statistics, analyses, and recommendations on various segments of the agricultural industry.

- Agricultural Economics
- Agricultural Statistics
- Agricultural Trade Update
- Commodity Reports
- Economic Outlook
- Farm Demographics
- Farm Input Review
- Farm Policy Analyses
- Food and Beverage Processing
- Policy Research Recommendations
- Processing, Distribution and Retailing Notes (PDR Notes)
- Production Economics
- Trade Policy Analyses

Education and Research Division

Provides services to improve the quality of life and education level of the agricultural community and initiates research and development projects to improve the productivity and competitive position of farmers in Ontario. Division includes the Rural Organizations and Services Branch, Horticultural Research Institute of Ontario, the five colleges of agricultural technology, and the Ontario Agricultural Museum.

General Classes or Types of Records

Contain background, factual and instructional materials relating to education, research and social services offered primarily to the rural community.

- Agricultural Agencies, Education, Employment, Engineering Service, Leadership Program, Research
- Animal Inventories for Research
- Food Preparation and Nutrition
- Health and Safety in Agriculture
- Home and Family Management
- Junior Farmers Program
- Muck Research Station Reports
- Ontario Agricultural Museum Exhibits
- Rural Organizations and Services, Women's Groups, Sociology
- Youth Activity Programs
- Wine Evaluation
- 4-H Clubs

Manuals

The Staff Handbook is provided to employees of the Rural Organizations and Services Branch as a reference source regarding administrative policies, programs, community associations and operational guidelines. The 4-H Club Leader's Handbook is provided to members of the general public to assist them in running local 4-H chapters, and to advise them of services available from the ministry.

- Rural Organizations and Services Branch Staff Handbook
- 4-H Club Leader's Handbook

Finance and Administration Division

Ensures compliance with ministry and government financial, administrative and human-resource policies, and provides financial planning, information management, human resources and audit services to all branches. Also responsible for preserving the agricultural land base, reducing the income fluctuations inherent in agricultural production, and assisting producers in responding to changing markets and demands through farm assistance programs. Comprises seven branches: Audit; Crop Insurance and Stabilization; Farm Assistance Programs; Financial and Support Services; Foodland Preservation; Management Systems; and Human Resources.

General Classes or Types of Records

Contain criteria for and background material on financial assistance programs and information on land use. General administration records as described in the introduction to this directory are maintained.

- Agents/Adjustors – Crop Insurance
- Agricultural Credit Options
- Agricultural Rehabilitation and Development Act – Implementation
- AgriNorth
- Bear Damage to Livestock Compensation
- Beef Calf Loan Program
- Beginning Farmer Assistance Program (BFAP)
- Canada/Ontario Joint Plans for Beef and Hog Producers
- Crop Insurance Plans
- Damage to Honey Bee Colonies by Bears – Compensation Program
- Dog Licensing and Livestock and Poultry Protection Act (appeals and rejections)
- Environmental Assessment
- Family Farm Interest Rate Reduction Program (OFFIRR)
- Farm Adjustment Assistance Program (OFAAP)
- Farm Family Advisor Program
- Farm Financial Management
- Farm Operating Credit Assistance Program (FOCAP)
- Farm Tax Rebate/Reduction Programs
- Farmers in Transition (FIT)
- Floral and Nursery Industry
- Funding to Educational Institutions
- Grape Conversion Assistance Program
- Hunter Damage to Livestock Compensation Program

Indian Agricultural Program of Ontario
 Industrial Milk Production Incentive Program
 Internship Program
 Interprovincial Financial Assistance Programs
 Municipal Board Hearings
 National Tripartite Program for Hogs, Feeder Calves,
 Slaughter Cattle, Lambs, Apples and Edible Beans
 Non-Resident Agricultural Land Interests Registration
 Act (provincial and county registration summaries)
 Northern Ontario Transportation Assistance
 Ontario Farm-Start
 Operating Loan Guarantee Program
 Planning Documents and Comments
 Purebred Dairy Cattle, Beef and Sheep Sales
 Assistance Program
 Rabies Indemnification Program
 Re-Establishment Assistance Program
 Rutabaga Assistance Program
 Seasonal Housing Assistance Program
 Special Livestock Shows Assistance Program
 Stabilization Plans
 Swine Sales Assistance Program
 Taxation Specific to Agriculture
 Tobacco Industry
 Transportation Assistance Programs
 Waterfowl
 Weather (related assistance programs)
 Wetlands/Forestlands
 Young Farmer Credit Program (OYFCP)

Manuals

Contain criteria for and background information on financial assistance programs. Issued to aid program staff in evaluating eligibility for programs and to assist farmers in complying with program requirements. The Administrative Policy Manual contains factual and instructional material regarding the ministry's administrative policies and is issued to all branches.

Administrative Policy Manual – Ontario Ministry of
 Agriculture and Food
 Agricultural Code of Practice (minimum distance
 separation)
 Beginning Farmer Assistance Program – Policy Manual
 and Participants Kit
 Case Committee Guidelines
 Commercial Disaster Relief Fund – 1985 Procedural
 Manual
 Crop Insurance Agent's Manual
 Farm Assistance Programs – Directives
 Farm Tax Administrative Guidelines
 Farmers in Transition Program – Re-Establishment
 Assistance Procedural Manual
 Federal and Provincial Financial Assistance Programs
 for Agriculture
 Food Land Guidelines
 Livestock Manual
 Ontario Farm Adjustment Assistance Program/Farm
 Operating Credit Assistance Program
 Ontario Farm Family Advisory Program Advisor's
 Manual
 Ontario Young Farmer Credit Program (OYFCP)
 Guidelines
 Stabilization Handbook

Legal Services Branch

Counsels on legal matters including the interpretation of statutes and regulations; prepares and reviews proposed legislation, regulations and other legal documents; and supplies general legal services to the ministry.

General Classes or Types of Records

Contain copies of all legislation and supporting documentation affecting the ministry. Where legal counsel is provided to another branch, the original documents generated by Legal Services are maintained in the program file within the appropriate branch of the ministry. Legal Services retains copies of its recommendations for reference purposes.

Marketing Division

Responsible for expanding Ontario food and agricultural sales in export and domestic markets, providing support to the food processing industry, and supervising the marketing board structure through the Ontario Farm Products Marketing Commission. Division is comprised of three branches: Farm Product Marketing; Market Development; and Food Processing.

General Classes or Types of Records

Contain background information and planning documents relating to past, current and proposed marketing plans.

Advertising Strategy
 Consumer Education
 Distribution and Consumption of Products
 Exhibits, Fairs, Trade Shows
 Foodland Ontario Promotional Campaign
 Food Processing Industry (product import/export data)
 Food Processing Plants (loan/grant applicants)
 Food Processing Technology (marketing perspective)
 Fund for Milk and Cream Producers
 International Trade Regulations on Processed Food
 Market Assembly, Shipping, Transportation
 Market Assistance Program for Pork
 Market Development and Promotions
 Market Research and Statistics
 Marketing Boards
 Marketing Boards (food processor licensing)
 Small Food Processor Assistance Program
 Trade Missions

Quality and Standards Division

Responsible for the application of quality assurance and financial protection programs of the ministry. Ensures the wholesomeness of food through regular inspections of farms and food-processing plants and laboratory analysis of food products. Quality assurance is maintained through the enforcement of grade standards. Division consists of three branches: Livestock Inspection; Dairy Inspection; and Fruit and Vegetable Inspection; and three units: Investigative; Financial Protection; and Administrative.

General Classes or Types of Records

Contain federal and provincial safety, quality, and financial protection standards, inspection reports, licensing requirements.

- Apiaries
- Central Milk Testing Laboratory Reports
- Cream Quality Program
- Crop Survey of Bradford Marsh Area
- Dairy Industry
- Dead Animal Disposal
- Edible Oil, Oleomargarine Products
- Fruit and Vegetable Industry
- Fruit and Vegetable Quality Improvement Program
- Investigation Reports
- Judging, Scoring Products
- Livestock Community Sales
- Livestock Industry
- Maple, Honey Products
- Nurseries
- Ontario Storage and Packing Assistance Program (OSPAP)
- Packaging
- Physical Plant Standards
- Processing Quality Control
- Storage Quality Control
- Technical Courses (quality control)

Manuals

Contain factual and instructional material. Issued to program staff and inspectors to encourage a consistent and equitable method of evaluating farm practices and products.

- Dairy Inspection – Field Manual and Directives
- Financial Protection Unit – Information Manual
- Fruit and Vegetable Inspection – Directives
- Fruit and Vegetable Inspection – Grade Standards and Packing Manuals (apple, asparagus, beet, cabbage, cauliflower, cherry, christmas tree, field rhubarb, field tomato, forced rhubarb, grape, greenhouse cucumber, greenhouse tomato, head lettuce, onion, parsnip, peach, pear, plums, potato, raspberry, rutabaga, strawberry, sweet corn)
- Fruit and Vegetable Inspection – Processing Grading Program Manuals (asparagus, sour cherry, tomato, wine grape)
- Fruit and Vegetable Inspector's Procedure Manual
- Meat Inspection Procedures Manual
- Milk Industry – Field Manual
- Milk Utilization – Audit Manual

Affiliated Agencies

The following agencies, boards and commissions serve the ministry in an advisory and/or regulatory capacity.

General Classes or Types of Records

These agencies do not keep separate records other than minutes and agendas of meetings. All other records are maintained by the appropriate branch of the ministry.

Advisory Committees on Diploma Education

Act in an advisory capacity on diploma education at the five colleges of agriculture and food technology. The committees assess the changing education requirements for farming, agribusiness and the agricultural industry, and make recommendations to principals for future education programs.

Agricultural Health and Safety Implementation Committee

Established to review the recommendations of the Task Force on Health and Safety in Agriculture and to develop and recommend an implementation plan to the Ministries of Agriculture and Food and Labour.

Agricultural Licensing and Registration Review Board

Hears appeals under the following acts: Agricultural Tile and Drainage Installation Act; Animals for Research Act; Artificial Insemination of Live Stock Act; Dead Animal Disposal Act; Farm Products Grades and Sales Act; Grain Elevator Storage Act; Live Stock and Live Stock Products Act; Live Stock Community Sales Act; Live Stock Medicines Act; Meat Inspection Act; Plant Diseases Act; Provincial Auctioneers Act; and Riding Horse Establishments Act. Each act has specific provisions allowing appeals to be taken to the board, and sets out provisions to be followed in respect of such appeals.

Agricultural Rehabilitation and Development Directorate

Maintains projects undertaken jointly with the federal government under the Agricultural Rehabilitation and Development Act.

Agricultural Research Institute of Ontario

Reviews ministry-funded research programs at the ministry's colleges of agricultural technology, the University of Guelph, and horticultural research and experimental stations, and makes recommendations to the minister to ensure that these programs meet the needs of Ontario agriculture.

Beginning Farmer Assistance Program/Ontario Farm-Start Review Committee

Provides applicants denied assistance under the Beginning Farmer Assistance and Ontario Farm-Start Programs with an avenue of appeal.

Cooperative Loans Board of Ontario

Administers existing loans of cooperative associations under the Co-Operative Loans Act.

Crop Insurance Commission of Ontario

Provides farmers with an insurance program against loss due to natural perils for the major crops grown in Ontario; conducts surveys and research programs relating to crop insurance; and obtains statistics for commission use.

Farm Income Stabilization Commission of Ontario

Administers the Farm Income Stabilization Act; provides for surveys and research relating to farm-income stabilization; and obtains statistics for commission use.

Farm Products Appeal Tribunal

Provides an independent, accessible avenue of appeal in matters relating to the Ontario Farm Products Marketing Act and the Milk Act. Serves as a licence review board under the Milk Act, the Farm Products Marketing Act, the Edible Oil Products Act and the Oleomargarine Act.

Farm Tax Rebate Appeal Board

Provides an owner of farm property with an independent avenue of appeal when denied a rebate under the Farm Tax Rebate Program.

Grain Financial Protection Board

Collects fees, administers the fund and approves claims made against the fund set up under the Grain Financial Protection Program (Farm Products Payment Act, R.S.O. 1980; Reg. 651/84) to protect producers in the event a licensed dealer defaults on payment or a licensed grain elevator operator defaults on storage.

Livestock Financial Protection Board

Collects fees, administers the fund and approves claims made against the fund set up under the Ontario Beef Cattle Financial Protection Program to protect producers and other sellers of beef cattle in the event a licensed buyer defaults on payment.

Livestock Medicines Advisory Board

Reviews all legislation and regulations pertaining to livestock medicines and advises the minister on matters relating to the control and regulation of livestock medicines.

Ontario Agricultural Museum Advisory Board

Advises the minister on matters relating to the museum and is concerned with achieving the museum's mandate.

Ontario Agricultural Museum Artifacts Valuation Committee

Performs appraisal services of artifacts and structures in which the Ontario Agricultural Museum has an interest, either as a purchaser, borrower, lender, recipient of a donation, or for any other purpose.

Ontario Crop Insurance Arbitration Board

Hears appeals on claim disputes.

Ontario Drainage Tribunal

Provides a readily accessible forum for appeals under the Drainage Act; establishes rules of practice and procedure; deliberates on evidence of hearings; and makes decisions independent of the ministry. The tribunal may recommend to the minister any changes in legislation that it considers advisable.

Ontario Family Farm Interest Rate Reduction Appeal Board

Provides farmers with an independent avenue of appeal when denied a grant under the Ontario Family Farm Interest Rate Reduction program.

Ontario Farm Family Advisor Program Board

Nominates and selects advisors, reviews reports and advisors' performance and recommends actions to the ministry.

Ontario Farm Machinery Board

Encourages the resolution of problems encountered by farmers and the farm machinery industry arising out of the sale of farm machinery, its repair, maintenance and use.

Ontario Farm Products Marketing Commission

Supervises 25 Ontario marketing boards to whom power and authority have been delegated under the Farm Products Marketing Act, facilitates cooperative relationships between

producer groups and their related processing and distribution sectors and implements and administers the enabling legislation related to regulated marketing.

Ontario Grain Corn Council

Studies, advises and makes recommendations on all matters relating to the production and marketing of Ontario grain corn, to any or all segments of the grain corn industry and to any level of government.

Ontario Junior Farmer Establishment Loan Corporation

Ensures the repayment of outstanding loans of mortgagors, and repayment to the Treasurer of Ontario of any indebtedness.

Ontario Pork Industry Improvement Plan Advisory Committee

Monitors the progress of the Ontario Pork Industry Improvement Plan to ensure the needs of the swine industry are met and recommends program revisions to the minister.

Potato Financial Protection Board

Collects fees, administers the fund and approves claims made against the fund under the Processing Potato Financial Protection Program.

Processing Vegetable Financial Protection Board

Collects fees, administers the fund, and approves claims made against the fund.

Produce Arbitration Board

Arbitrates payment disputes between fruit and vegetable producers and the dealers to whom they have sold their produce.

Provincial Decision Committee

Reviews, assesses and makes recommendations on client applications to the Operating Loan Guarantee Program.

Red Meat Development and Coordinating Committee

Monitors the progress of the Red Meat Plan to ensure the needs of the beef and sheep industries are met and recommends revisions to the minister.

Wolf Damage Assessment Board

Makes binding decisions in situations where the Livestock Commissioner feels there is insufficient evidence to conclude that wolves were responsible for any claim.

Access

Freedom of Information and Privacy
3rd Floor, 801 Bay Street
Toronto, Ontario
M7A 2B2
Telephone: (416) 965-9789



A public reading room for the review of manuals and other information is open during regular office hours on the third floor at 801 Bay Street, Toronto.

Algonquin College of Applied Arts And Technology

Head

Chairman, Board of Governors
Algonquin College of Applied Arts and Technology
1385 Woodroffe Avenue
Nepean, Ontario
K2G 1V8
Telephone: (613) 727-7702

Mandate

Algonquin College is responsible for providing quality programs to meet the non-university and employment-oriented educational needs, in English and French, of the adult residents of the counties of Prescott-Russell, Ottawa-Carleton, Lanark and Renfrew. When appropriate and possible, the college is accessible to students from the rest of the province, other provinces and other countries.

Organization

The President, as the chief executive officer, reports to the Board of Governors. Three divisions report to the President – Academic, Continuing Education, and Finance and Administration – each headed by a Vice-President. The college is organized into academic schools under the Vice-President, Academic. While the Schools of Applied Arts, Business, Health Sciences and Technology and Trades, each headed by a Dean, offer mainly full-time programs in the metropolitan Ottawa area, the Schools of Renfrew County, Prescott/Russell and Lanark County, each headed by a Principal, are responsible for program delivery, both full-time and part-time, in the outlying areas. All part-time career and general interest courses in the Ottawa area are offered by the School of Continuing Education reporting to the Vice-President, Continuing Education.

Divisions

Board of Governors

The Board of Governors, appointed by the Ontario Council of Regents, oversees the operation of the college, establishes policies and evaluates college operations and effectiveness. The Board is assisted by standing committees and a number of program advisory committees.

General Classes or Types of records

Contain information on the development of policy and the establishment of goals and objectives for the college.

Bylaws
Minutes
Policies

Office of the President

The President who is appointed by and responsible to the Board of Governors is the chief executive officer with full authority to manage operations and direct staff. The Human Resources, Student Services and the Marketing and Public Affairs functions report directly to the President.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to corporate management, the provision of student services and the management of human resources.

Manuals

Issued to staff and containing policies and procedures governing college operations.

College Directives

Vice-President, Academic

The Vice-President, Academic is responsible for the development, operation, and evaluation of full-time academic programs, and liaison with various facilities, such as hospitals, day care centres, correctional institutions, where college students in several programs obtain clinical/practical/field experience. The division also is responsible for the operation of a dental clinic, a flower shop, a hair salon and a restaurant.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs. The following records are also maintained.

Admissions Criteria
Canadian Job Strategy Committee Minutes
College Education Council Minutes
Course Loading
Dean's/Principal's Management Committee Minutes
Principal's Council Minutes
Program Council Minutes
Room, Program Timetables
Selection Process Validation and Advisory Group Minutes
Senior Adult Training Plans
Student Retention Committee Minutes
Vice-President Academic's Management Committee Minutes

Vice-President, Continuing Education

The Vice-President, Continuing Education administers all the part-time general interest and career-oriented courses run by the college. In addition, the division is also responsible for administering the Ontario Skills Development Office, and Ontario Training Strategy and FUTURES

programs. Several programs in accounting, real-estate, purchasing, insurance, etc., are also offered, which satisfy licensing and certification requirements of external professional bodies such as Society of Management Accountants and Ontario Real Estate Board.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs and the administration of government-sponsored programs listed above. The following records are also maintained.

- Client Files
- Community Sponsors Information
- Continuing Education Program Submissions
- Contracts and Letters of Agreement
- Employers Files
- Professional Training Mailing List
- Vice-President's Executive Committee

Vice-President, Finance and Administration

The Vice-President, Finance and Administration is responsible for all matters relating to the financial administration of the college, such as the departments of Physical Resources, Registrar, Ancillary Operations, Campus Services, Translation, Strategic Planning, Computer Services, Internal Audit, and other support activities.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. The following records are also maintained.

- Director's Committee Minutes
- Survey of Continuing Education Students
- Survey of First-Year New Entrants
- Survey of Withdrawn-Application Students

Access

Freedom of Information and Privacy Coordinator
Algonquin College of Applied Arts and Technology
1385 Woodroffe Avenue
Nepean, Ontario
K2G 1V8
Telephone: (613) 727-9400

A public reading room for the review of manuals and information is open during regular office hours and some evenings in the Resource Centre on the second floor, C Block, 1385 Woodroffe Avenue, Nepean.

Algonquin Forestry Authority

Head

Chairman of the Board
222 Main Street
Huntsville, Ontario
P0A 1K0
Telephone: (705) 789-9647

Mandate

The authority is responsible for integrated forest management within Algonquin Park, including harvesting, production, tree marking, scaling, silvicultural projects and the maintenance of multi-use roads. All activities are carried out in harmony with other park uses and in a way that protects park values.

Organization

The authority's head office is in Huntsville with a branch office in Pembroke.

General Classes or Types of Records

The authority maintains files dealing with forestry in Algonquin Park.

- Aerial Photographs of Algonquin Park
- Annual Cut Surveys of Areas Harvested
- Annual Plans of Forest Operations
- Five-Year Operating Plans
- Maps (various scales, covering topography and forest conditions)
- Silvicultural Records (covering tree planting and tree marking)
- Twenty-Year Forest Management Plan

Access

Freedom of Information Coordinator
Algonquin Forestry Authority
P.O. Box 1198
222 Main Street
Huntsville, Ontario
P0A 1K0
Telephone: (705) 789-9647

A public reading room for the review of manuals and other information is open during regular office hours at 222 Main Street, Huntsville.

Ministry of the Attorney General

Head

Attorney General
18th Floor, 18 King Street East
Toronto, Ontario
M5C 1C5
Telephone: (416) 965-1664

Mandate

The ministry is responsible for the administration of justice in Ontario. It conducts and regulates all civil litigation and criminal prosecutions for and against the Crown; ensures the effective operation of the courts across the province; advises heads of departments and agencies of government in their legal matters; and advises the government and attends to all matters of a legislative nature.

Organization

There are two commissions and four boards that report directly to the Attorney General, and seven divisions and 25 branches that report to the Deputy Attorney General. Staff in 335 office locations perform the administrative functions for 575 court and judicial offices. Court Offices and Crown Attorney Offices are located throughout Ontario. Refer to the blue pages of the public telephone directory for addresses.

Divisions

Civil Law Division

The division provides legal advice and legal services to all ministries of government and some agencies, boards and commissions in the area of civil law; provides legal opinions to specific inquiries from ministries and other governmental bodies; appears in court on behalf of the government; responds to inquiries concerning statutes administered by the ministry; represents children and mentally incompetent persons in court proceedings; manages estates of mentally incompetent persons; administers estates of persons who die intestate and without next-of-kin; and reviews the operations of charities. The division comprises: Crown Law Office-Civil; Legal Services Branches; Official Guardian; and Public Trustee.

General Classes or Types of Records

Contain information on litigation and legal advisory services, administration of estates of mentally incompetent persons, representation of minors, and retention of private-sector legal counsel.

Charities Section (Public Trustee)
Conflict of Interest
Corporations Section (Public Trustee)
Crown Section (Public Trustee)
Federal-Provincial Conference Materials
General Representation (Public Trustee)
Legal Opinions
Legislation and Policy Development (Official Guardian)
Litigation Files
Patients Section (Public Trustee)
Retention of Lawyers from the Private Sector
Revenue and Payments to Agents (Official Guardian)

Communications Division

The branch is responsible for public education and media relations activities in the ministry. It establishes communications policy for the ministry and advises branches on communications problems; provides communications support to the minister and deputy minister; writes and distributes all ministry news releases and speeches; coordinates the research, writing, design, printing and distribution of all public-information materials including films, brochures, pamphlets and promotional items; and responds to public inquiries.

General Classes or Types of Records

Contain the general administrative records as described in the introduction to this directory.

Drinking and Driving Countermeasures Branch

The branch promotes and coordinates efforts to reduce the incidence of impaired driving; encourages the development of long-term, community-based committees for the prevention of drinking and driving; acts as a liaison for citizens and organizations concerned about drinking and driving; coordinates the efforts of various government ministries concerned with developing and implementing drinking and driving countermeasures; and initiates and coordinates the review of policy related to drinking and driving.

General Classes or Types of Records

Contain information on subject areas, associations, community groups and other jurisdictions directly and indirectly involved in effecting drinking and driving countermeasures and includes correspondence, reports, newspaper clippings, speeches, statements and memoranda.

Associations
Community Groups
Other Jurisdictions

Constitutional Law and Policy Division

The division advises all Ontario ministries on constitutional questions and reviews litigation in Ontario courts, in the

Federal Court of Canada, and in the Supreme Court of Canada in which constitutional questions including those involving the Canadian Charter of Rights and Freedoms are raised. Where advisable, division counsel appear in such litigation to represent the ministry concerned or the Attorney General of Ontario as a party or intervenor. The division develops constitutional policy for Ontario's position on all aspects of constitutional amendment.

General Classes or Types of Records

Contain information on constitutional issues, including the Charter of Rights and Freedoms, general administrative matters, as well as litigation and legal advisory services.

- Federal/Provincial Conference Materials and Briefing Books
- General Correspondence Files
- Litigation Files
- Opinion Files

Courts Administration Division

The division provides administrative services to the Supreme Court of Ontario, District Court, Surrogate Court and the Provincial Court (Criminal, Family, and Civil divisions) in support of the administration of justice in Ontario; provides administrative support services to the judiciary; ensures the availability of interpreters and translations; oversees accommodation planning for the court; provides court reporting services and court security; facilitates the interaction of the legal profession and the public with the courts; and enforces support and custody orders.

General Classes or Types of Records

Contain information on the operations and support to all courts.

- Court Reporting Services
- Support and Custody Matters in Other Jurisdictions – Research Material

Manuals

Issued to the court staff to provide direction and guidance on ministry policy and practices and on applicable procedures and standards.

- Civil Procedure Manual
- General Directives
- Local Registrar's Criminal Procedures
- Provincial Court (Family Division) Office Standards
- Provincial Court (Criminal Division) Offices – Office Manual
- Provincial Courts – Young Offenders Act
- Provincial Court (Civil Division)/Small Claims Court, Court Procedure Manual
- The Registrar, Supreme Court of Ontario Manual
- Sheriffs' Procedure Manual
- Training Manual for Freelance Interpreters
- Training Manual for Freelance Reporters

Criminal Law Division

The division is responsible for all criminal prosecutions. It provides legal advice to the Attorney General and the Deputy Attorney General in all criminal law matters; conducts prosecutions under the Criminal Code, federal and provincial statutes; prepares and argues all criminal appeals on indictable offences in the province; oversees private summary conviction prosecutions and intervenes in the interests of the community when required; and supervises and coordinates the activities of the Crown Attorneys in Ontario's 49 judicial districts. The division consists of the Crown Law Office-Criminal, and the Crown Attorneys Branches.

General Classes or Types of Records

Contain information on the administration of criminal justice.

- Bail Estreat
- Dockets
- Inquest and Coroners' Investigations
- Prosecutions
- Provincial Offences Act – Implementation
- Search Warrants

Manuals

Issued to counsel to provide direction and guidance on ministry policy, practices, and procedures.

- Directives and Guidelines to Crown Attorneys/Crown Counsel
- Prosecutor's Handbook

Legislative Counsel

Legislative Counsel provides advice, assistance and a complete service for drafting legislation and regulations for ministers of the Crown, government agencies, members of provincial parliament, and petitioners for private bills; prepares annual statute books; files and publishes Ontario regulations; and translates and publishes selected statutes and regulations in French.

General Classes or Types of Records

Contain drafts of bills, new legislation, amended legislation, regulations, and translations of statutes and regulations.

- Bills (government, private members and private)
- Regulations
- Translations

Policy Development Division

The division provides research and analysis support on all aspects of the administration of justice in Ontario; reviews statutes administered by the ministry; develops the ministry's legislative program; advises the Attorney General and Deputy Attorney General during the legislative progress of bills; and represents the ministry on committees and task

forces on human rights, race relations and the legislative responsibilities of the ministry. The division also administers the province's funding for the Ontario Legal Aid Plan.

General Classes or Types of Records

Contain records of proposals for legislation concerning statutes administered by the ministry, research and reference materials concerning those statutes (a list is found in the Ministry's Annual Report) and research and reference materials on human rights, race relations and legal aid, and financial information on the Ontario Legal Aid Plan.

- Human Rights
- Legal Aid
- Legislation
- Native Issues
- Ontario Human Rights Commission
- Provincial Offences
- Research

Programmes and Administration Division

The division provides common administrative services to support ministry programs in the areas of financial management and reporting, program analysis and evaluation, auditing, personnel services, employment equity, information and computer systems, purchasing, records and forms management, research, the legal library. The division comprises: Accountant of the Supreme Court of Ontario; Administrative Services; Employment Equity Program; Audit Services Branch; Computer and Telecommunications Services Branch; Financial Management and Programme Planning Branch; Freedom of Information Office; Human Resources Branch; French Language Services; and the Law Library.

General Classes or Types of Records

Contain information on general administrative and financial matters, personnel policies and procedures, policies and procedures for the implementation of bilingualism in the ministry, EDP and systems, original research.

- Acquisitions of Books and Subscriptions
- Audit Projects
- Crown Attorney's Office – Libraries
- Federal-Provincial Agreements
- Fees (rates of remuneration)
- Public Institutions Inspection Panels – Reports
- Research Files (by project)
- Royal Commissions and Judicial Inquiries
- Translations

Manuals

Issued to line managers and staff as appropriate to provide direction and guidance on administrative matters and ministry policy.

- Audit Branch Manual
- Manual of Administration (Ministry of the Attorney General)
- Performance Management Guide
- Personal Harassment Policy
- Private Practice of Law

Affiliated Agencies

Advisory Committee of Public Trustee on Investments

The committee supervises investments and other property dealings of the Public Trustee and makes suggestions and recommendations concerning the management and conduct of the Office of the Public Trustee. It reports annually on its performance to the Lieutenant Governor in Council.

General Classes or Types of Records

Contain the general administration records as described in the introduction to this directory.

Assessment Review Board

The board processes and schedules hearings for complaints and appeals against assessments, appeals against school support, and for the certification of the last revised assessment roll of each municipality in Ontario. It accepts appeals from decisions for transmittal to the Ontario Municipal Board.

General Classes or Types of Records

Contain the general administration records as described in the introduction to this directory.

Board of Negotiation

The board is an informal tribunal for property owners and expropriating authorities. It may act as a mediator to negotiate settlements when real property is expropriated and no agreement has been reached on compensation for the expropriation.

General Classes or Types of Records

Contain the general administration records as described in the introduction to this directory.

Criminal Injuries Compensation Board

The board is responsible for providing compensation to eligible applicants when injury or death occurs as a result of an unprovoked act of criminal violence. It administers the Compensation for the Victims of Crime Act. Hearings are held in Toronto and in other centres across the province at various times throughout the year.

General Classes or Types of Records

Contain information on the policies and operation of the board.

- Board Orders Compendium
- Cheque Production
- Monthly Revenue Statements
- Notices of Appeal
- Subrogation Records

Manuals

Issued to provide guidelines on the Compensation for Victims of Crime Act, the Statutory Powers Procedure Act, Manual of Practice on Administrative Law.

- Criminal Injuries Compensation Board – Policy

Finance Committee for the Investment of Court Funds

The committee has three members appointed by the Lieutenant Governor in Council. The committee controls and manages the funds of the Supreme Court of Ontario and the securities in which they are invested.

General Classes or Types of Records

Contain the general administrative records as described in the introduction to this directory.

Office of the Public Complaints Commissioner

The office receives, records and investigates complaints from the public about police officers on the Metropolitan Toronto Police Force, and monitors and reviews the completed investigations and the decisions concerning discipline taken by the force. It may recommend changes in police practices and procedures and law. In the public interest, it can order that an independent civilian board of inquiry hold a public hearing into a case.

General Classes or Types of Records

Contain decisions of boards of inquiry, investigative files and legal research on complaints.

- Boards of Inquiry Decisions
- Investigative Files
- Jurisdictional/Non-Jurisdictional Records of Contact
- Legal Research

Ontario Law Reform Commission

The commission is responsible for reviewing the laws of Ontario, investigating matters relating to law reform, the administration of justice, and judicial and quasi-judicial

procedures, and conducting legal research. It submits recommendations for changes in the law to the Attorney General.

General Classes or Types of Records

Contain research papers, briefs and submissions, correspondence and documents used in preparing draft reports and bills for commission projects. Also contain draft reports and final reports as presented to the Attorney General.

- Commission Projects

Ontario Municipal Board

The board hears applications and appeals concerning municipal and planning matters (zoning bylaws, subdivision plans, official plans, consents and minor variances under the Planning Act), assessment appeals under the Assessment Act, land-compensation matters under the Expropriations Act, and matters concerning municipal capital expenditures and debentures under the Municipal Act. The Ontario Municipal Board is an independent administrative tribunal.

General Classes or Types of Records

Contain information on applications to the board, decisions rendered, and administration.

- Calendar Information
- Case Files and Hearings Exhibits
- Case Records Card Index and Applications Log Book
- Decisions
- Municipal Debt Control

Manuals

Provide guidance on the processing of applications.

- Applications under the Municipal Act
- Assessments
- Drainage Act
- Hearings
- Local Improvement Act
- Ministry of Environment Projects
- School Boards and Conservation Authorities

Statutory Powers Procedure Rules Committee

The committee reviews the practices and procedures of administrative tribunals. It ensures that these bodies comply with the Statutory Powers Procedure Act and fair and proper administrative procedures.

General Classes or Types of Records

Contain recommendations regarding rules of procedure.

- Consultations

Access

Information and Privacy Coordinator
Ministry of the Attorney General
14th Floor, 18 King Street East
Toronto, Ontario
M5C 1C5
Telephone: (416) 965-4836



A public reading room for the review of manuals and other information is open during regular office hours at 18 King Street East, Toronto.

Cabinet Office

Head

Premier
Room 281, Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
Telephone: (416) 965-1941

Mandate

Cabinet Office provides policy and administrative support for the Office of the Premier and the Cabinet (Executive Council), the official body that exercises the executive power of the Ontario Government. The office performs a coordinating function for the ministries, and comprises the Policy and Priorities Secretariat to the Policy and Priorities Board, and the Cabinet committees on Justice, Economic Policy, Social Policy, Legislation, Emergency Planning, Native Affairs, Regulations, Race Relations, and Northern Development. It has the power to strike other committees as required. Cabinet Office provides policy and administrative support and controls the records for the office which supports the Minister Responsible for Francophone Affairs. The Cabinet Office also provides policy and administrative support to the Government House Leader's office, and maintains and controls the government records of this office.

Organization

Cabinet Office comprises three divisions: Cabinet Operations; Policy and Priorities Secretariat; and Office of the Associate Secretary of Cabinet for Executive Resources.

Divisions

Cabinet Operations

Cabinet Operations provides operational support for the activities of Cabinet, its committees and Cabinet Office. Responsibilities include administration, overall responsibility for finance and personnel issues, coordination of the administrative functions of the Cabinet committees and ministries, administration of the process and procedures for Orders in Council, regulations, petitions to Cabinet and Cabinet documents, liaison with the Office of the Lieutenant Governor, and response to public correspondence and public inquiries. Cabinet Office also provides support services to the Office of the Premier in areas such as public correspondence and engagements, and public-sector appointments.

General Classes or Types of Records

Contain general administration records of Cabinet Office and Office of the Premier. The Ministry of Treasury and

Economics maintains and administers the general finance and personnel records of Cabinet Office as described in the introduction to this directory.

Cabinet Agendas, Minutes and Submissions
Order Paper Questions
Orders in Council
Public Correspondence

Policy and Priorities Secretariat

The secretariat provides policy advice and administrative support for Cabinet committees; handles policy issues, the annual allocation process, cross-sectoral items, and medium- and long-range planning; and liaises with and provides advice to the Premier, Cabinet, Cabinet committee chairs, the Secretary of Cabinet and ministries. The secretariat comprises four policy areas: Justice (including Race Relations, Native Affairs and Emergency Planning); Economic Policy (including Northern Development); Social Policy; and the Policy and Priorities Board.

General Classes or Types of Records

Contain information relating to Cabinet committee meetings, and the coordination of cross-ministry policy issues.

Cabinet Committee Agendas, Reports, Briefing Notes
Correspondence
Government Allocations
Speech from the Throne

Manuals

Issued to government staff and staff of Cabinet Office as required.

Guidelines for Preparing Cabinet Submissions

Office of the Associate Secretary of Cabinet for Executive Resources

The office provides support to the Premier's Advisory Committee on Executive Resources, the Executive Development Committee, deputy ministers and senior managers. It is responsible for the development and succession of senior management staff, executive compensation, and corporate organizational effectiveness.

General Classes or Types of Records

Contain information relating to the administration of the office.

Correspondence with Premier's Advisory Committee
Deputy Ministers – Compensation
Executive Development Committee on Executive Resources

Affiliated Agencies

Premier's Advisory Committee on Executive Resources

The committee advises the Premier on the appropriate level and structure of compensation for deputy ministers, and on strategies for the effective acquisition, retention and motivation of senior executives in the government; reviews the government's executive-development program; and recommends a compensation schedule for chief executives of agencies, boards and commissions.

General Classes or Types of Records

Contain information on the activities of the committee.

Committee Meeting Agendas and Minutes
Committee Reports to the Premier

Access

Coordinator
Freedom of Information
Cabinet Office
Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
Telephone: (416) 965-2370

A public reading room for the review of manuals and other information is open during regular office hours in room 374 of the Legislative Building, Queen's Park, Toronto.

Office of the Premier

Head

Premier
Room 281, Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
Telephone: (416) 965-1941

Mandate

The Office of the Premier provides staff support for the Premier of Ontario in his roles as head of the Executive Council and head of the Ontario Government and his party.

Organization

The Office of the Premier comprises: Premier's Personal Office; Office of the Principal Secretary; and Office of the Executive Director.

Divisions

Premier's Personal Office

The office provides support to the Premier in daily scheduling, correspondence, and constituency-related matters.

Office of the Principal Secretary

The office provides policy, legislative, and communications support to the Office of the Premier.

Office of the Executive Director

The office provides administrative support and community liaison services to the Office of the Premier, and coordinates public engagements, and appointments to government agencies, boards and commissions made by Orders in Council.

General Classes or Types of Records

Cabinet Office maintains information on appointments made by Orders in Council and on the Premier's public correspondence. The Ministry of Treasury and Economics, and Cabinet Office maintain general administrative and financial records relating to the Office of the Premier as described in the introduction to this directory.

Access

Coordinator
Freedom of Information
Cabinet Office
Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
Telephone: (416) 965-2370

A public reading room for the review of manuals and other information is open during regular office hours in room 374 of the Legislative Building, Queen's Park, Toronto.

Cambrian College of Applied Arts and Technology

Head

Chair, Board of Governors
Collège Cambrian College
1400 Barrydowne Road
Sudbury, Ontario
P3A 3V8
Telephone: (705) 566-8101

Mandate

Collège Cambrian College is a vocationally oriented bilingual college of applied arts and technology which serves the Sudbury and Manitoulin/North Shore districts. It provides high quality and diverse educational opportunities in both English and French to young persons and adults with varying needs and abilities. In addition to post-secondary programs, the college offers a wide range of opportunities for employee renewal and upgrading and adult retraining.

Organization

The college is governed by a Board of Governors which includes the college's President as an ex-officio member. The college is organized into two Academic Divisions, Student Services Division, and Finance and Administration Division and has campuses in Sudbury, Noelville, Espanola and Manitoulin/North Shore. Administrative headquarters are in Sudbury.

Divisions

Board of Governors

The Board of Governors is comprised of members appointed by the Council of Regents: 12 voting members from nominations representative of the region, as well as non-voting members elected from the college's student body, academic, administrative and support staff groups respectively. It is responsible for establishing college goals and policies and evaluating the operation of the college. The Board has established two standing committees: Operations (Education) and Administration (Property and Finance).

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees
Policies

President's Office

Reporting to the Board of Governors, the President is the chief executive officer with full authority to manage and direct the business and affairs of the college. The following units report directly to the President: Public Affairs and Employment and Education Equity.

General Classes or Types of Records

Contain information on the management of the college, the provision of information to the public on college affairs, and the college's employment and education equity program.

Finance and Administration

The division is headed by a Vice-President and provides the college and all campuses support services, including human resources management, physical resources and safety, campus administration, finance and accounting, research and planning, and computer services.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Manuals

Issued to staff, relating to budget and personnel procedures.

Budget Process Manual
Personnel Procedures Manual

Academic Division (College Programs)

The division is headed by the Vice-President, Academic, and delivers English educational programs in business, graphic arts, technology, hospitality, fashion, native studies, health sciences, language training, theatre arts, academic subjects, continuing education and business and industry training. In addition, the division provides special services such as operating the public dining room, dental clinic, health clinic, and day care centre; special services in support of the handicapped; international programs; and the administration of provincial/federal programs such as FUTURES, Ontario Training Strategy, Canadian Job Strategy. The division coordinates activities on campuses in Sudbury, Noelville, Espanola, and Manitoulin/North Shore.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs, the operation of ancillary services listed above, outreach programs, and the delivery of government-sponsored programs.

Division Académique (Programmes du Collège)

The division is headed by the Vice-président à l'enseignement-

ment and delivers French educational programs in business, technology, law and security, health sciences, language training, continuing education and the academic subjects. In addition, the division provides such special service activities as translation, a day care centre, and the administration of provincial/federal programs i.e. FUTURES, Ontario Training Strategy and Canadian Job Strategy.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs, the operation of ancillary services listed above, and the delivery of government-sponsored programs.

Student Services

This division is headed by a Vice-President of Student Services and provides the college and all campuses with a variety of student registration and support services in English and in French. In addition the division provides services such as a learning resource centre, a counselling centre, a residence for students, and a career planning and placement centre.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the provision of student services.

Access

Freedom of Information and Privacy Coordinator
Collège Cambrian College
1400 Barrydowne Road
Sudbury, Ontario
P3A 3V8
Telephone: (705) 566-8101



A public reading room for the review of manuals and other information is open during regular office hours at 1400 Barrydowne Road, Sudbury.

Canadore College of Applied Arts and Technology

Head

Chairman, Board of Governors
Canadore College of Applied Arts and Technology
P.O. Box 5001
North Bay, Ontario
P1B 8K9
Telephone: (705) 474-7600

Mandate

Canadore College offers educational training programs that relate to the career needs of the students and to the skill needs of the industries served by the college, within the context of evolving provincial and national training strategies.

Organization

The college is governed by a 17-member Board of Governors and is organized under the President into the following divisions: College Development and Evaluation, Instruction, Student Services and Marketing, and Administration. The college has five campuses, four located in North Bay and one in Sturgeon Falls. Administrative headquarters are in North Bay.

Divisions

Board of Governors

The Board of Governors, appointed by the Council of Regents and area municipalities, establishes college goals and policies. The Board has established three standing committees: Finance, Property, and Personnel.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees
Policies

President's Office

Appointed by and responsible to the Board of Governors, the President is chief executive officer responsible for managing the operations of the college. The Canadore Foundation, established to provide an avenue for contributions, bequests, grants and gifts to support activities and programs, reports to the President.

General Classes or Types of Records

Contain information on the management of the college and the coordination of fundraising activities.

College Development and Evaluation

The Dean of College Development and Evaluation is responsible for computer services, library and professional development, research and program development, student records, instructional development/media services, and the operations of the Entrepreneurship Centre, a service for students and others to develop entrepreneurship skills.

General Classes or Types of Records

Contain operational records common to community colleges relating to corporate development and management, as well as general administrative records, as described in the introduction to this directory.

Academic Division

The Dean of Instruction is responsible for the development and delivery of all academic programs: Business, Computer/Technology, Aviation and Engineering, Applied and Secretarial Arts, General Studies, Health Sciences, and Part-Time Studies. In addition, this division delivers special services such as the Canadore School of Hospitality Dining Room, Dental Clinic and administers provincial/federal programs such as FUTURES, Ontario Training Strategy, and the Canadian Job Strategy.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs, the operation of ancillary services listed above, and the delivery of government-sponsored programs. Also contain the following records.

Evaluation Files for Community-Based Training Programs
Performance-Based Teacher Education Files
Workshop and Conference Files

Manuals

Issued to staff relating to the accreditation of students in health sciences programs.

Accreditation Procedures - Checklist and Documentation

Student Services and Marketing

The Dean of Student Services and Marketing is responsible for athletics, community and secondary school liaison, counselling, public relations and information, financial aid for students, health services, job placement, registration.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the provision of student services, outreach programs, and the enrolment and registration of students.

Administrative Division

The Executive Director of Administration provides the college with a variety of support services, including the Campus Shop, finance and accounting, purchasing, personnel, plant and property management, the student residence, and security.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Manuals

Issued to staff relating to management and personnel policies for the college.

College Policy Manual

Access

Freedom of Information and Privacy Coordinator
Canadore College of Applied Arts and Technology
100 College Drive
North Bay, Ontario
P1B 8K9
Telephone: (705) 474-7600



A public reading room for the review of manuals and other information is open during regular office hours in the library at the Main Campus, 100 College Drive, North Bay.

Centennial College of Applied Arts and Technology

Head

Chairperson, Board of Governors
Centennial College of Applied Arts and Technology
P.O. Box 631, Station A
Scarborough, Ontario
M1K 5E9
Telephone: (416) 439-7180

Mandate

The major goal of Centennial College is the provision of high quality, career-oriented education.

Organization

Centennial College is governed by a 16-member Board of Governors and the college's President as an ex-officio member and secretary-treasurer. The college is organized into six main areas: Academic, Student and Staff Services, Personnel Services, Financial Services, College Services, and Strategic Planning, each of which report to a member of the College Executive Group. The college operates on four major teaching campuses, one non-teaching location housing the Bibliocentre and a number of smaller locations situated in the east end of Metropolitan Toronto.

Divisions

Board of Governors

Appointed by the Council of Regents, the Board is comprised of representatives from business, education and industry, as well as members elected by the faculty, administration, support staff and students. The Board governs the college, and provides guidance and leadership with respect to policy and direction of the college. The Board has three major standing committees: the Executive Committee, the Management Committee and the Finance and Property Committee.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college and the general direction of college operations.

Bylaws
Minutes
Policies

Office of the President

The President is the chief executive officer responsible for managing college operations.

General Classes or Types of Records

Contain information on the management of the college, the coordination of fundraising activities and the provision of information to the public regarding college affairs.

Academic

The Academic area is responsible for all academic functions of the college, and is divided into the Schools of Applied Arts, Business, Communications and General Studies, Continuing Education, Engineering Technology, Health Sciences, and Transportation, and the Skills Division.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs.

Student and Staff Services

This area has responsibility for providing a full range of services to students including admissions, registrations, placement, counselling, financial aid, awards, bursaries, student life. In addition, the division provides services to staff in the areas of employment equity, affirmative action and professional development.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the provision of student services, student enrolment and registration and certain human resource management functions.

Personnel Services

This area is accountable for providing a full range of Personnel Services to the college and the employees.

General Classes or Types of Records

Contain human resource management records common to community colleges as described in the introduction to this directory.

Financial Services

This area provides financial services including budget administration, accounting, auditing and planning support. The division is also responsible for the college's computer services, the Management Information System and the Bibliocentre (a library management service for the college system).

General Classes or Types of Records

Contain general administrative records as described in the introduction to this directory.

College Services

This area provides all services related to the physical resources of the college including parking, plant maintenance, building and renovation as well as bookstore and food services, insurance, mail services, purchasing and receiving, telephones and transportation.

General Classes or Types of Records

Contain operational records common to community colleges relating to the operation of ancillary services listed above as well as general administrative records, as described in the introduction to this directory.

Strategic Planning

This area is responsible for the ongoing development of the strategic plan and strategic management process, which sets directions and establishes priorities for the future of the college.

General Classes or Types of Records

Contain information relating to the development of policy and the establishment of goals and objectives for the college.

Access

Freedom of Information and Privacy Coordinator
Centennial College of Applied Arts and Technology
P.O. Box 631, Station A
Scarborough, Ontario
M1K 5E9
Telephone: (416) 694-3241, ext. 3263



A public reading area for the review of manuals and other information is open during regular office hours in the Resource Centres located in each of the four major campuses:

Progress Campus
41 Progress Court
Scarborough

Warden Woods Campus
651 Warden Avenue
Scarborough

Ashtonbee Campus
75 Ashtonbee Road
Scarborough

East York Campus
951 Carlaw Avenue
East York

Ministry of Citizenship

Head

Ministry of Citizenship
5th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 965-6202

Mandate

The Ministry of Citizenship, through a variety of programs, promotes a harmonious society with full participation of people of all cultures and races in the social, economic and cultural life of the province.

Organization

The ministry is comprised of the Race Relations Directorate, the Citizenship Development Branch, the Native Community Branch, Corporate Policy Services, and two agencies. The ministry's head office is in Toronto with offices in 14 cities across the province. The Ontario Human Rights Commission and the Ontario Advisory Council on Multiculturalism and Citizenship report to the Minister of Citizenship. Administrative and operational support services including communications and marketing are provided by the Ministry of Culture and Communications.

Divisions

Corporate Policy Services

Responsible for policy development, strategic planning and evaluation, issue analysis and the provision of advice for the minister and senior management. It is comprised of the Office of the Assistant Deputy Minister, Policy and the Corporate Policy Services Branch. Through its Ethnocultural Data Base the branch acquires, compiles, analyzes and disseminates statistical information on the multicultural, Native and francophone population of Ontario to all segments of the ministry, all levels of government, the general public and the media, upon request.

General Classes or Types of Records

Contain information relating to Cabinet committee meetings of which the minister is a member, program evaluations, environmental information for strategic planning, policy development initiatives (e.g., discussion papers), census and immigration statistical information on ethnocultural composition of the province, patterns of residential settlement, sociodemographic characteristics, information pertaining to mother tongue, ethnic origin, place of birth and religion.

Cabinet Committee Documents
Cabinet Submissions
Correspondence

Discussion Papers
Multiculturalism Policy Documentation
Ontario Human Rights Boards of Inquiry
Research and Evaluation Studies

Citizenship Development Branch

Responsible for programs which foster equal opportunity, appreciation, understanding and respect among the people of Ontario and their communities.

General Classes or Types of Records

Contain information on programs and services that support citizenship development, newcomer settlement and integration, language training and orientation, and multicultural initiatives. Also contain general administration records as described in the introduction to this directory.

Citizenship Development and Newcomer Integration Grants
Community Facilities Improvement Program Grants
Community Project Grants
Interpreter Services and Training Program Grants
Multicultural Service Grants Program
Multicultural Workplace Program Coordination Grants
Newcomer Language/Orientation Classes Grants
Newcomer Services Publications/Resources
Ontario Welcome House Nursery School and English as a Second Language (ESL) Administration and Settlement Services
Volunteer Service and Outstanding Achievement

Native Community Branch

The branch provides consultative services through a network of field offices to Ontario's Native communities and organizations. Consultants work with communities to develop and implement needed programs and services identified by Ontario's Native people.

General Classes or Types of Records

Contain information that supports cultural heritage preservation initiatives, relates to the social, cultural and economic development of the Native community in Ontario. Also contain general administration records as described in the introduction to this directory.

Native Community Branch Grants Analysis Database, Community Grants
Native Program Administration and Special Services Program
Northern Native Business Internship Program
Northern Native Small Business Program
Ontario Native Economic Support Program

Manuals

Issued to all Native Community Branch consultants, managers and grants unit staff to provide direction on the branch base grants and outline policies and procedures.

Race Relations Directorate

Responsible for policies and programs which promote the participation of racial minority group members in the economic and social life of the province. Promotes the implementation of employment equity for racial minorities; provides conflict resolution services and race relations training and program development in the public and private sectors.

General Classes or Types of Records

Contain information regarding programs established to promote economic and social equity for racial minorities. Also contain general administration records as described in the introduction to this directory.

Manuals

Issued to all support and professional staff of the headquarters office of the directorate to provide direction on the administrative procedures of the unit.

Administration Unit Manual

Affiliated Agencies

Ontario Advisory Council on Multiculturalism and Citizenship

Advises the government of Ontario on matters pertaining to multiculturalism and citizenship development.

General Classes or Types of Records

Contain information relating to the council's advice to the government of Ontario on matters relating to multiculturalism and citizenship policy, the promotion of the concept of multiculturalism, and general administration.

Advisory Services/Liaison
Council Committees and Sub-Committees
Policy Reference
Studies, Reports and Surveys

Manuals

Issued to council members and staff relating to administrative policy and procedures.

Policies and Administrative Procedures Manual for
Council Members
Staff Office Practices and Administrative Procedures
Manual

Ontario Human Rights Commission

Administers the Ontario Human Rights Code and formulates policies on all issues affecting human rights in the province. The commission implements programs of compliance, conciliation and race relations with employers, unions, landlords, suppliers of services, goods and facilities, trade or occupational associations and self-governing professions, at the request of complainants. Conducts research and public education on the provisions and principles of the code.

General Classes or Types of Records

Contain information on procedures and programs. Also contain general administration records as described in the introduction to this directory.

Projects and Resources
Policy/Guideline Reports for Interpreting the Code,
Procedural Reports

Access

Freedom of Information and Privacy Coordinator
Ministry of Citizenship
9th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 965-3012



A public reading room for the review of manuals and other information is open from 10:00 a.m. until 4:00 p.m., Monday to Friday in the Library/Resource Centre on the ninth floor at 77 Bloor Street West, Toronto.

Access for the Ontario Human Rights Commission

Freedom of Information and Privacy Coordinator
Ontario Human Rights Commission
3rd Floor, 2 Robert Speck Parkway
Mississauga, Ontario
L4Z 1H8
Telephone: (416) 273-7811
TDD: (416) 965-6871



Ministry of Colleges and Universities

Head

Minister of Colleges and Universities
13th Floor, 101 Bloor Street West
Toronto, Ontario
M5S 1P7
Telephone: (416) 965-6423

Mandate

The ministry is responsible for the development, coordination and administration of policies related to the universities, Ryerson Polytechnical Institute, the Ontario College of Art, and the colleges of applied arts and technology. It provides capital and operating grants to these institutions and financial assistance to students attending post-secondary institutions.

Organization

The ministry comprises two major divisions: Universities and Research Support Division and Colleges and Student Support Division. Legal Counsel, the Corporate Planning and Services, Communications, and Francophone Affairs units report to the deputy minister's office. The Ministry of Education provides support services.

Divisions

Deputy Minister's Office

The following units report to the deputy minister's office: Legal Counsel; Corporate Planning and Services which provides policy, planning and information support for corporate policy-making, coordinates the provision of financial and administrative services, and administers the Freedom of Information and Privacy Program; Communications which advises on communication plans and strategies; and Francophone Affairs which advises on policies regarding post-secondary education programs and services in the French language.

General Classes or Types of Records

Contain general administration and operational records as described in the introduction to this directory.

Universities and Research Support Division

Administers provincial grants to Ontario universities; implements policy decisions related to universities, including

matters pertaining to research; acts as liaison with the Ontario Council on University Affairs; coordinates and develops policies concerning international activities in post-secondary institutions; coordinates health sciences education programs in colleges, universities and other institutions; and evaluates and establishes requirements for teacher training programs in Ontario universities.

General Classes or Types of Records

Contain information on universities and university-related institutions, and concerning admissions, programs, services for handicapped students, Native students and faculty.

Advisory Boards
Capital Grants Policy and Administration
Degree Granting Policy
Enrolment Statistics
Formula Operating Grants Policy and Administration
Health Sciences Programs Policy and Administration
Legislation and Legislative Acts – Teacher Certification
Ontario Teacher's Certificate Courses and Additional Qualifications

Manuals

Issued to govern the distribution of the Ontario Government's operating grants to universities and university-related institutions.

Ontario Operating Funds Distribution Manual

Colleges and Student Support Division

Ensures the efficient and effective delivery of programs in the colleges of applied arts and technology; is responsible for overall planning and policies for colleges; distributes operating and capital grants to the colleges; regulates private vocational schools; and provides financial assistance to eligible students studying at post-secondary institutions.

General Classes or Types of Records

Contain information on the administration, operation and financing of colleges and private vocational schools, and on the general operations of the division's programs by college.

Academic Collective Agreement, Distribution Data of Staff, Level of Qualification, Salaries, Allowances
Affirmative Action/Employment Equity Reports by Abella Categories, by College and for System
Collective Bargaining Records
College Annual Reports
College Financial Statements
College Program Proposal
College Reports on Operational Reviews
College Terms and Conditions of Employment for Administrative Staff
Enrolment and Student Statistics
Francophone Services in Colleges
Index of Arbitration Awards
Operating and Capital Grants
Pay Practice Reports
Private Vocational Schools Administration, Investigation and Enforcement, Registration, and Financial Records

Support Collective Agreement, Distribution Data of Staff, Salaries, Classification, Hours of Work

Manuals

Issued to ministry and/or college staff to assist in the administration of colleges, reporting of college information, calculating of operational and capital grants to colleges, and administration of student award programs.

- Academic Classification Plans
- Annual Numbered Memoranda
- Arbitration Processing
- Benefits Administration
- Calculations of Annual Operating Grants
- Capital Requirements Guidelines
- College Annual Report Guidelines
- College Operations – Computer Information Manuals
- College Support Staff Job Evaluation Manual
- French-Language Project Guidelines
- Guidelines for Reporting Enrolment for Funding Purposes
- Hay Benchmark Manual (Administrative Classification Manual)
- Hay Guidelines (Administrative Classification Guidelines)
- Joint Educational Qualifications Subcommittee
- Ontario Graduate Scholarship
- Ontario Student Assistance Program – Policies and Procedures
- Summer Language Bursary Program

Affiliated Agencies

Academic Advisory Committee

Advises the Ontario Council on University Affairs on the funding of new graduate and professional programs offered by the universities.

General Classes or Types of Records

This agency maintains no records.

Centres of Entrepreneurship Advisory Committee

The mandate of this committee is to monitor the performance of the Centre of Entrepreneurship, to carry out the evaluation of the centres, and to make recommendations to the Minister of Colleges and Universities regarding the future of the program.

General Classes or Types of Records

This agency maintains no records.

College Relations Commission

Monitors the bargaining process between the Ontario Council of Regents for Colleges of Applied Arts and

Technology and the Ontario Public Service Employees Union (OPSEU).

General Classes or Types of Records

Contain information related to collective bargaining.

Ontario Council of Regents for Colleges of Applied Arts and Technology

Advises the Minister of Colleges and Universities on matters related to the college system; responsible for negotiations on behalf of colleges regarding collective agreements with academic and support staff; and appoints boards of governors for the colleges.

General Classes or Types of Records

Contain information of a general nature about the college system.

- Collective Bargaining
- Recommendations to Minister

Ontario Council on University Affairs

The council advises the Minister of Colleges and Universities and the Lieutenant Governor in Council on matters pertaining to the university system, including the allocation of funds, graduate and professional program approvals, and the Ontario Graduate Scholarship Fund. The Council is composed of a full-time chairman and 19 part-time members.

General Classes or Types of Records

Contain information relating to the council's advisory activities.

- Minutes of Meetings
- Submissions to the Minister

Ontario Graduate Scholarship Selection Board

Provides advice and recommendations to the Minister of Colleges and Universities concerning the policies and administration of the Ontario Graduate Scholarship program and selects successful candidates for funding under the program.

General Classes or Types of Records

This agency maintains no records.

Ontario Student Assistance Appeal Board

Advises the Minister of Colleges and Universities on financial assistance given applicants to the Ontario Student Assistance Program.

General Classes or Types of Records

This agency maintains no records.

Private Vocational School Review Board

Conducts hearings under the Private Vocational Schools Act, as required, concerning the granting, renewal, revocation or suspension of school registrations.

General Classes or Types of Records

Contain information on board hearings.

University Research Incentive Fund Selection Committee

Makes recommendations to the Minister of Colleges and Universities concerning the awarding of research grants.

General Classes or Types of Records

Contain information related to the development of recommendations.

Access

Freedom of Information and Privacy Coordinator
Corporate Planning and Services
Ministry of Colleges and Universities
11th Floor, 790 Bay Street
Toronto, Ontario
M5G 1N8
Telephone: (416) 963-2070



A public reading room for the review of manuals and other information is open during regular office hours on the thirteenth floor of the Mowat Block, 900 Bay Street, Toronto.

Ministry of Community and Social Services

Head

Minister of Community and Social Services
6th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1E9
Telephone: (416) 965-2341

Mandate

The ministry provides temporary and long-term help for Ontarians with special needs. Programs and services, including financial assistance, residential care and professional counselling, are available to adults, children, families, and physically and developmentally handicapped persons. These services are provided by directly operated programs and through a system of transfer payments to independent agencies.

Organization

The ministry is organized into five divisions, each headed by an assistant deputy minister. In addition, there are two independent branches reporting to the deputy minister, and a Legal Services Branch. The main office is in Toronto and there are four regional administration offices. The public is served directly through area offices, community offices, and institutional facilities. Refer to the list at the end of this chapter for addresses.

Divisions

Community Services Division

The division is responsible for consolidation and coordination of ministry services and programs in the community. Comprises three branches: Children's Services; Elderly Services; and Services for Disabled Persons.

General Classes or Types of Records

Contain information on policies, administration, and projects related to service delivery (e.g., service needs, program design, and implementation issues concerning services for disabled persons, children, Natives and elderly persons).

Family Services and Income Maintenance Division

The division is responsible for programs to assist families and individuals in financial need, child care (day care)

programs, and employment initiatives. Comprises three branches: Income Maintenance; Child Care; and Family Support.

General Classes or Types of Records

Contain information on policies, administration, and projects related to service delivery.

Child Care Direct Operating Grants Data
Emergency Shelter and Assistance Program Data
Employability Agreement Programs (records and statistics)
Employment Opportunities Program (records and statistics)
Legal Aid Assessment Staff Cost
Work Activity Program

Finance And Administration Division

The division is responsible for corporate financial, personnel, employment equity, audit functions, and administrative support for the ministry. Comprises six branches: Financial Planning and Corporate Analysis; Capital and Administrative Services; Financial Services; Human Resources Planning and Program Design; Human Resources Management and Staff Development; and Comprehensive Audit and Review.

General Classes or Types of Records

Contain information on policies and procedures concerning personnel and financial matters, administrative reviews and audits.

Audit and Operational Review
Capital Commitments and Projection Information System
Capital Grants (construction, acquisition and renovation of provincially subsidized facilities)
Cheque Replacement Monitoring System
Federal-Provincial Cost-Sharing
Youth Employment Program – Administration

Manuals

Issued to ministry staff responsible for personnel, financial, and administrative matters.

Capital Projects
Cost-Sharing
Financial Administration
Standard Agreements Manual

Information Systems and Applied Technology Division

The division is responsible for technology planning, support and training, information systems development and management, and support for local computer and telecommunications needs. Comprises three branches: Strategic Systems Development; Technology Support; and Program Technology.

General Classes or Types of Records

Contain information on projects, computer systems, computer programs, records management, and the security of automated records.

- Adoption Statistics
- Agency Correspondence
- Child Advocacy Information System – Facility Statistics
- Children in Adult Psychiatric Facilities – Statistics
- Children's Aid Society – Quarterly Reports
- Credit Counselling Services – Statistics
- Day Nurseries Information System
- Developmentally Handicapped – Database System for Programs
- Developmentally Handicapped – Work Activity System
- Elderly Services – Inventory of Adults Social-Service Programs
- Elderly Services – Management, Operational, and Planning Support System
- Elderly Services – Nurses and Homemakers Systems
- Employment Opportunities Program – Expenditure Monitoring (agencies)
- Family Violence Prevention – Budgets/Expenditures
- Group Homes Registry
- Homes for the Aged – Annual Statistical Reports
- Private Home Day Care Statistics

Operations Division

The division is responsible for the delivery of all ministry programs. Comprises: the Operational Coordination Branch; the regional, area and community offices and directly operated facilities. The Operational Coordination Branch is responsible for strategic management, agency support and program coordination for the division, and includes the Chaplaincy and French Language Services offices. Service delivery is managed through regional directors and area managers. Ministry facilities serve clients directly.

General Classes or Types of Records

Contain information on the delivery of services by ministry offices and by funded independent agencies and municipalities.

Operational Coordination Branch

- Child Abuse Prevention – Grants and Training Programs
- French Language Services
- Program Management – Support Data

Regional Offices

- Program Planning and Support Information

Area Offices

- Family Benefits Assistance
- Family Benefits Cheque Replacement
- Field Workers' Weekly Reports
- General Welfare Assistance
- Licensing – Children's Programs/Agencies
- Municipal Chargebacks

- Municipal Purchase of Counselling
- Transfer-Payment Agencies (project funding proposals, budget approvals, subsidy claims)
- Transfer-Payment Programs Administration – Adult Social Services
- Transfer-Payment Programs Administration – Children's Services
- Transfer-Payment Programs Administration – Developmental Services (adults and children)
- Vocational Rehabilitation Services Programs – Financial Data
- Young Offenders' Act (monthly payment statistics, custody information, record of placements, types of orders, facility development)

Directly Operated Facilities

- Controlled-Drug Inventory
- Finance and Accounting
- Institution Maintenance and Inspection
- Institution Search for Contraband Drugs/Goods
- Maintenance, Financial, and Control Records of Custody Facilities
- Operating Statements
- Quality Assurance
- Sanitation Statistical Reports
- Statistics on Movement of Clients Within Each Facility

Manuals

Issued to staff responsible for direct interaction with Ministry clients and agencies to provide detailed procedures and guidelines for the administration of ministry programs.

- Adoption
- Adult Manual (legislation)
- Case Information Disclosure
- Children in Care of Children's Aid Societies and Probation Services
- Children's Aid Societies Service Plan (budget policies and procedures)
- Children's Manual (Volume 1 and 2 – legislation)
- Children's Residential Group Care – Licensing
- Claims Examination Procedures – Family Benefits
- Comprehensive Income Maintenance Systems Manual
- Credit Counselling
- Custody (Care and Supervision of Young Persons in Places of Custody)
- Day Nurseries
- Detention (Operation of a Detention Home Program)
- Developmentally Handicapped – Residential Services
- Eligibility Review – Family Benefits
- Family Benefits (vols. 1 and 2)
- Family Benefits – Policy and Procedural Guidelines
- Family Services
- Foster Care Licensing
- General Welfare Assistance – Legal Aid Test
- General Welfare Assistance – Policy Guidelines
- Income Maintenance Officer's Training
- Integrated Records – Family Benefits
- Internal Directives and Guidelines – Child Care Services
- Legal Aid Assessment
- Northern Districts – Family Benefits
- Parental Support Workers Operating Guidelines

Private Home Daycare
 Probation (Care and Supervision of Young Persons in Ministry Youth Corrections Programs)
 Purchase of Counselling Services
 Residential Services – Senior Citizens
 Resources Curriculum for Supervisors of Income Maintenance
 Special Needs and Services
 Special Services At Home
 Support Services for the Physically Disabled
 Vocational Rehabilitation (Volumes 1 and 2)

Communications Group

The branch informs the public, client groups, media and ministry staff about ministry programs and services; consults with staff on communications planning, media liaison and training; answers public inquiries; and produces publications, news releases and audio-visual materials. Provides senior staff with news information, briefing notes, media monitoring and speech editing services; and coordinates correspondence.

General Classes or Types of Records

Contain information concerning internal and external communications functions. Also contain general administrative records as described in the introduction to this directory.

Legal Services Branch

The branch provides legal services to the minister, deputy minister, and ministry staff; represents the ministry before courts and administrative tribunals; provides legal opinions; and prepares draft legislation, regulations, Orders in Council, agreements and other legal documents.

General Classes or Types of Records

Contain information on legislation concerning the ministry and on advice provided to program and support branches.

Federal-Provincial Cost-Sharing Agreements
 Ministerial Approval of Corporations and Institutions
 Ministry Program Agreements

Strategic Planning and Intergovernmental Relations Group

The branch provides coordination and impetus to the strategic planning process in the ministry; ensures that strategic direction is communicated and strategic plans are developed; carries out research and program evaluation for the ministry; and reviews cost-sharing and other intergovernmental arrangements to ensure that these are conducive to the appropriate provision of services.

General Classes or Types of Records

Contain information on the ministry's strategic planning process and federal-provincial and provincial-municipal arrangements.

Research and Program Evaluation Studies – Annual Inventory
 Research Projects
 Vocational Rehabilitation of Disabled Persons – Cost-Sharing

Affiliated Agencies

Child and Family Services Review Board

The board holds hearings and reviews decisions made under the Child and Family Services Act and the Day Nurseries Act, including decisions and recommendations regarding licensing, adoption information and placements, and residential placements of children. The board operates independently.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in the introduction to this directory.

Custody Review Board

The board reviews placements and may hold hearings at the request of young persons in custody. The board has assumed the functions of the Training Schools Advisory Board and operates jointly with the Ministry of Correctional Services. The board operates independently.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in the introduction to this directory.

Medical Advisory Board

The board is responsible for reviewing applications for family benefits assistance from a medical point of view. Recommendations are made by local doctors (medical adjudicators) consulting with area offices.

General Classes or Types of Records

Contains information on the board's activities. Also contain general administrative records as described in the introduction to this directory.

Social Assistance Review Board (SARB)

The board rules on clients' appeals of decisions made by provincial and municipal governments concerning family benefits assistance, general welfare assistance and vocational rehabilitation services. The board operates independently of provincial and municipal social service departments.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in the introduction to this directory.

Soldiers' Aid Commission

The commission provides emergency assistance to eligible war veterans and their dependants, and administers trust funds from bequests.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in the introduction to this directory.

Access

Freedom of Information and Protection of Privacy Unit
2nd Floor, 700 Bay Street
Toronto, Ontario
M5G 1Z6
Telephone: (416) 963-2844



A public reading room for review of the manuals and other information is open during regular office hours on the fifth floor at 880 Bay Street, Toronto.

Regional Offices - Contact the Regional Director

Central Regional Office
10th Floor, 2195 Yonge Street
Toronto, Ontario
M7A 1G2
Telephone: (416) 963-1010

North Regional Office
2nd Floor, 473 Queen Street East
Sault Ste Marie, Ontario
P6A 1Z5
Telephone: (705) 949-8052

Southeast Regional Office
336 Alfred Street
Kingston, Ontario
K7L 3S5
Telephone: (613) 548-6761

Southwest Regional Office
5th Floor, 195 Dufferin Avenue
London, Ontario
N6A 1K7
Telephone: (519) 438-8344

Area Offices - Contact the Area Manager

Barrie Area Office
P.O. Box 910, 34 Simcoe Street
Barrie, Ontario
L4M 1A1
Telephone: (705) 737-1311

Hamilton Area Office
P.O. Box 2112
6th Floor, 119 King Street West
Hamilton, Ontario
L8N 3Z9
Telephone: (416) 521-7290
(including Arrell Observation and
Detention Home for Children)

Kingston Area Office
Suite 103, 1055 Princess Street
Kingston, Ontario
K7L 5T3
Telephone: (613) 545-0539

London Area Office
6th Floor, 495 Richmond Street
London, Ontario
N6A 5A9
Telephone: (519) 438-5111
(including London Juvenile Observation
and Detention Home)

Mississauga Area Office
Suite 212, 1140 Burnhamthorpe Road West
Mississauga, Ontario
L5C 4E9
Telephone: (416) 897-3100

North Bay Area Office
Suite 406, 222 McIntyre Street West
North Bay, Ontario
P1B 2Y8
Telephone: (705) 474-4452

Ottawa Area Office
7th Floor, 10 Rideau Street
Ottawa, Ontario
K1N 9J1
Telephone: (613) 234-1188
(including Ottawa Juvenile Observation
and Detention Home)

Peterborough Area Office
60 Hunter Street East
Peterborough, Ontario
K9H 1G5
Telephone: (705) 743-1624

Sudbury Area Office
Suite 1
8th Floor, 111 Larch Street
Sudbury, Ontario
P3E 4T5
Telephone: (705) 675-4515
(including Sault Ste. Marie Juvenile Observation
and Detention Home)

Thunder Bay Area Office
3rd Floor, 710 Victoria Avenue
Thunder Bay, Ontario
P7C 5P7
Telephone: (807) 475-1345

Toronto Area Office
9th Floor,
2195 Yonge Street
Toronto, Ontario
M7A 1G1
Telephone: (416) 965-1433
(including Toronto Juvenile Observation
and Detention Home)

Waterloo Area Office
5th Floor, Waterloo Square
75 King Street South
Waterloo, Ontario
N2J 1P2
Telephone: (519) 886-4700

Windsor Area Office
1st Floor, Ontario Government Building
250 Windsor Avenue
Windsor, Ontario
N9A 6V9
Telephone: (519) 254-1651

Directly Operated Facilities

**Regional Centre for Children and Adolescents – Contact
the Centre Director**

Syl Apps Campus
P.O. Box 356, 475 Iroquois Shore Road
Oakville, Ontario
L6J 5E8
Telephone: (416) 855-4110

Thistletown Regional Centre
51 Panorama Court
Rexdale, Ontario
M9V 4L8
Telephone: (416) 741-1210

Rexdale Campus
51 Panorama Court
Rexdale, Ontario
M9V 4L8
Telephone: (416) 741-1210

Young Offenders Facility

Project D.A.R.E.
P.O. Box 2000
South River, Ontario
P0A 1X0
Telephone: (705) 386-2376

**Facilities for the Developmentally Handicapped –
Contact the Administrator**

Southwestern Regional Centre
P.O. Box 1000
Blenheim, Ontario
N0P 1A0
Telephone: (519) 676-5431

D'Arcy Place
P.O. Box 2001, 700 D'Arcy Street
Coburg, Ontario
K9A 4L5
Telephone: (416) 372-3341

Adult Occupational Centre - Edgar
P.O. Box 12000
Barrie, Ontario
L4M 4W3
Telephone: (705) 728-6910

Muskoka Centre
P.O. Box 280, Muskoka Road
Gravenhurst, Ontario
P0C 1G0
Telephone: (705) 687-2201

Children's Psychiatric Research Institute
P.O. Box 2460
London, Ontario
N6A 4G6
Telephone: (519) 471-2540

Huron Regional Centre
P.O. Box 1000
Orillia, Ontario
L6V 6L2
Telephone: (705) 326-7361

Midwestern Regional Centre
P.O. Box 400
Palmerston, Ontario
N0G 2P0
Telephone: (519) 343-2015

Prince Edward Heights
P.O. Box 440
Picton, Ontario
K0K 2T0
Telephone: (613) 476-2104

Rideau Regional Centre
P.O. Box 2000
Smiths Falls, Ontario
K7A 4T7
Telephone: (613) 283-5533

Northwestern Regional Centre
P.O. Box 3270
580 North Algoma Street
Thunder Bay, Ontario
P7B 5J8
Telephone: (807) 345-0576

Oxford Regional Centre
P.O. Box 310
Highway #59 North
Woodstock, Ontario
N4S 7X9
Telephone: (519) 539-1251

Conestoga College of Applied Arts and Technology

Head

Chairman, Board of Governors
Conestoga College of Applied Arts and Technology
299 Doon Valley Drive
Kitchener, Ontario
N2G 4M4
Telephone: (519) 653-2511

Mandate

Conestoga College provides full- and part-time diploma and certificate programs, vocational preparation studies, apprenticeship training, continuing education studies, and employer-centred training. The college primarily serves the counties of Huron, Perth and Wellington and the Regional Municipality of Waterloo.

Organization

The college is governed by a 17-member Board of Governors, to whom the President reports. The college has nine directorates reporting to the President, five campuses and two locations within the counties of Huron, Perth, Waterloo and Wellington.

Divisions

Board of Governors

The Board of Governors is responsible for establishing directions, policies and goals for the college and evaluating college operations and effectiveness. The Board has seven standing committees: Executive, Finance, Audit, Human Resources, Academic Programs and Advisory Committees, Property and Plant, and Operational Review Committees.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college and the general direction of college operations.

Bylaws
Minutes
Policies

Manuals

The College Policy Manual is issued to college management personnel. New Program Advisory Committee members from business and industry receive a program-specific orientation manual, outlining the organization of committee activities, program information, and the duties and responsibilities of a member.

College Policy Manual
Orientation Manual for Members of Program Advisory Committees

The President's Office

The President is chief executive officer, appointed by and responsible to the Board of Governors, with full authority to manage and direct the business and academic affairs of the college. The Long-Range Planning Project and the College Archives also report directly to the President.

General Classes or Types of Records

Contain information on the general management of the college, the coordination of fundraising activities, and the operation of the college archives.

Manuals

Issued to college management personnel and containing procedures for general administration, educational activities, human resources and standard organizational functions.

College Procedures

Campuses

Two directorates (one for the Doon Campus and the other for the Cambridge, Guelph, Stratford and Waterloo campuses) are responsible for the delivery of academic programs, and for the management of the human, financial and physical resources required for that delivery. The D.B. Detweiler Electrical Centre and the Woodworking Skills Development Centre are located on the Doon Campus.

General Classes or Types of Records

Contain operational records common to community colleges relating to the delivery of academic programs, as well as general administrative records, as described in the introduction to this directory.

Manuals

Ten manuals support the academic and administrative functions of the campuses; establish guidelines and practices for academic programs and services supportive to the academic programs; and detail emergency and safety procedures to be followed at the various campus locations.

Academic Practices for College Programs
Emergency and Safety Procedures
Peer Tutoring – Procedures for Special Contracts
Peer Tutoring – Training Manual for Tutors

Central Student Services

This directorate is responsible for a variety of student services in support of the teaching/learning and community-related activities of the college. Included are the Registrar's Office, Placement Office, financial aid, information services, the operation of the Kenneth E. Hunter (Conestoga) Recreation Centre, Athletics, Student Associations and Leisure Services.

the operation of the Kenneth E. Hunter (Conestoga) Recreation Centre, Athletics, Student Associations and Leisure Services.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the provision of student services listed above.

Manuals

Issued to staff to support the functions of the Central Student Services Directorate; outline practices relating to students and information for students; and detail emergency and safety practices applicable to the Kenneth E. Hunter (Conestoga) Recreation Centre.

Conestoga Centre – Emergency Fire Safety Plan Manual

Conestoga Centre Practices Manual

Health Services Practices Manual

Intramural Sports Practices Manual

Student Handbook

Student Practices Manual

College Academic Programs and Development

This directorate provides a central coordinating function for program development, curriculum development, curriculum records, operations planning, instructional resources and faculty development.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development of academic programs.

Computer Services

This directorate advises on the acquisition and implementation of new computing technologies and facilitates cost-effective utilization of existing computing resources.

General Classes or Types of Records

Contain general administrative records as described in the introduction to this directory, relating to data systems development and management.

Continuing Education

This directorate provides academic leadership in planning, promotion, operation and evaluation of diverse learning activities for adult part-time learners, including programs, credit and non-credit courses, seminars and conferences. Activities occur at five college campuses and at community locations. In addition, courses are offered to off-campus learners who, due to personal circumstances, using a variety of learning aids, choose to work at a distance from the instructor.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of continuing education academic programs.

Manuals

Contain practices and procedures to be followed by Continuing Education staff in the delivery of programs and courses offered in the evenings and on weekends.

Continuing Education Practices/Procedures

Employer-Centred Training

The directorate provides clients (employers, employees, unemployed youth) with the information, consultative services, knowledge, skills, and training assistance required by the workplace.

General Classes or Types of Records

Contains operational records relating to the delivery of government-sponsored programs such as Canadian Job Strategy, FUTURES, and Ontario Training Strategy. Also contain information relating to plant closures in the college's service area.

Plant Closures

Manuals

Issued to staff to support the functions of the Employer-Centred Training Directorate. Contain guidelines and practices to be followed by staff in providing training programs for industrial clients, trainees and instructors.

Contract Training Practices

Employer-Centred Training Practices

Faculty Practice Manual

FUTURES Practice Manual

Operating Procedures for Purchase of Training by Coordinating Groups

Finance and Administrative Operations/Secretary-Treasurer of the Board of Governors

The directorate is a central administrative unit responsible for new construction, renovations, repairs, the budget process, financial reporting, accounting, payroll, pensions and benefits, purchasing, courier service, central stores, print shop and the bookstore. Corporate functions performed by the Secretary Treasurer of the Board include contracts, litigation, finance and budgets.

General Classes or Types of Records

Contain general administrative records as described in the introduction to this directory.

Manuals

Issued to college management staff for use in the collection and administration of student fees.

Student Fees Schedule

Human Resources

The directorate administers a college-wide human resources function which includes employment equity, staff training and development, occupational health and safety, labour relations, wage and salary administration and effective staff relations.

General Classes or Types of Records

Contain information relating to the management of human resources as described in the introduction to this directory.

Manuals

Issued to college management staff and containing guidelines and practices relating to the management of human resources.

College Human Resources Information Manual.

Access

Freedom of Information and Privacy Coordinator
Conestoga College of Applied Arts and Technology
299 Doon Valley Drive
Kitchener, Ontario
N2G 4M4
Telephone: (519) 653-2511



A public reading room for the review of manuals and other information is open during regular office hours in the Administration Building, 299 Doon Valley Drive, Kitchener.

Confederation College of Applied Arts and Technology

Head

Chairman, Board of Governors
Confederation College of Applied Arts and Technology
Golf Links Road
Thunder Bay, Ontario
P7C 4W1
Telephone: (807) 475-6110

Mandate

Confederation College provides post-secondary, adult and continuing education and training in Technology, Applied Arts, Business and Health Sciences directed to the vocational, social and cultural realities of Northwestern Ontario.

Organization

The college is governed by a Board of Governors to which the President reports as chief executive officer. The college is organized into three divisions with campuses located in Thunder Bay, Kenora, Fort Frances, Dryden, Geraldton and Marathon.

Divisions

Board of Governors

The Board of Governors is comprised of Council of Regents appointees, municipal appointees and elected representatives of students and employees of the college. There are three Board committees: Audit; Finance/Property; and Student/Staff Relations. The Board establishes college goals and policies.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees
Policies

Office of the President

Reporting to the Board of Governors, the President is responsible for the overall management of the college. The following functions report directly to the President: Vice-President, Academic, Vice-President, Administration, and Director, Employee Relations.

General Classes or Types of Records

Contain information on the management of the college, the provision of information on college affairs to the public and the coordination of special projects relating to part-time studies and non-traditional occupations.

Barriers to Part-Time Study Project Files
Non-Traditional Occupations Project Files

Academic Division

The Vice-President, Academic is responsible for the development and delivery of academic programs and courses in the fields of applied arts, health sciences, business and communications and technology and for the development of international programs. All academic deans and the International Programs Development Officer report to this position.

General Classes or Types of Records

Contain information on the operation of the Northwest Enterprise Centre which delivers education aimed at assisting small business owners and starters. Also contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic and international programs.

Northwest Enterprise Centre Project Files

Manuals

Describe academic rules, regulations, appeal procedures and provide instructions on course outline.

Academic Policies and Procedures Manual
Guidelines for Subject Outline Preparation

Administration Division

The Vice-President, Administration, is responsible for the financial management of the college and a variety of support services. The units which report to this position are the Registrar, Plant, Management Information Systems and Planning, Bursar, Fitness and Health Services, Placement and Career Services, Food Services and Finance and Budget Analysis.

General Classes or Types of Records

Contain operational records common to community colleges and general administration records as described in the introduction to this directory, as well as records relating to the operation of the Fitness Centre.

Fitness Centre Program Files

Manuals

Issued to provide guidelines on operations, finance, personnel, property, plant, standing committees, emergency

procedures and academic programs, policies and procedures.

Emergency Procedure Manual
Policy and Procedure Manual
Student Handbook

Employee Relations Division

The Director of Employee Relations is responsible for the human resource management of the college and provides services through staff relations, salary and benefits administration, staff training and development, employment equity and student counselling and development activities.

General Classes and Types of Records

Contain information on staff training and conferences. Also contain operational and general administrative records relating to human resource management, as described in the introduction to this directory.

Staff Training Workshop and Conference Files

Access

Freedom of Information and Privacy Coordinator
Confederation College of Applied Arts and Technology
P.O. Box 398, Postal Station F
Golf Links Road
Thunder Bay, Ontario
P7C 4W1
Telephone: (807) 475-6110



A public reading room for the review of manuals and other information is open during regular office hours at Golf Links Road, Thunder Bay.

Ministry of Consumer and Commercial Relations

Head

Minister of Consumer and Commercial Relations
9th Floor, 555 Yonge Street
Toronto, Ontario
M7A 2H6
Telephone: (416) 963-0311

Mandate

The purpose of the ministry is to inform, serve and protect the public, participants, consumers and businesses and to encourage the maintenance of an honest and equitable marketplace. The ministry regulates a wide variety of businesses through licensing, registration and inspection and is involved in consumer education and protection.

Organization

Head office is in Toronto. The ministry comprises five divisions: Business Practices; Information Technology; Registration; Support Services; and Technical Standards. The following agencies, boards and commissions are affiliated with the ministry: the Ontario Film Review Board; Commercial Registration Appeal Tribunal; Liquor Licence Board of Ontario; Ontario Racing Commission; and the Operating Engineers Board of Review.

Divisions

Office of the Deputy Minister

Provides staff support to the deputy minister and includes the Legal Services Branch which provides legal services to the ministry.

General Classes or Types of Records

Contain information relating to administration, legislation and orders in council.

Legal Opinions
Legislation, Regulations, Orders in Council
Notices of Appeal
Prosecutions and Hearings

Policy and Planning Branch

Provides advice and analysis on policy development, strategic planning, economic analysis, research and emerging environmental trends.

General Classes or Types of Records

Contain information on policy development and research.

Cabinet Submissions
Consumer Issues – Surveys
Food Price Monitoring Program – Reports
Research

Business Practices Division

Consumer protection is the division's primary responsibility. Questionable business practices are investigated, consumer concerns are monitored and new legislation is recommended as necessary. The division comprises one administration section and three branches including several registration and licensing sections. Individuals and companies are registered by the division under several acts, with the power to refuse, revoke or suspend registration.

General Classes or Types of Records

Contain information on registration and regulation, reports, statistics, general administration, films, videos and advertising records, legislation and research material on the impact of film on viewers.

Annual Provincial Conferences
Associations
Auto Manufacturers
Builders, Building and/or Plot Plans
Charitable and Religious Organizations
Commercial Registration Enquiry, Data and Information
Tracking System (CREDITS) Computer System
Compliance Records and Reports
Consumer Complaints
Film Advertising (record cards, reports from other jurisdictions, reviews, film and videotape summary review reports, film and video industry correspondence)
Foreign Lands Under the Real Estate and Business Brokers Act
Franchising
Historical Film Review Board Information
Inspection Assignments
Interprovincial Classification Committee
Investigation Records and Reports
Kickboxing
Legal Opinions
Legislation and Policy Projects
Manpower Planning, Scheduling of Film Reviewers
Mobile Homes
Proposed Act Amendments
Psychological Research Documents on Impact of Film
Staff Training Films
Studies on Pornography and Violence in Media
Tribunal Hearings
World Boxing Association
Wrestling

Manuals

Issued to division staff, the Athletic Commissioner's office employees, and Theatres staff to provide guidelines and procedures.

Business Practices Division – Policies and Procedures
Theatres Procedures

Information Technology Division

The division develops and supports corporate administrative policies, strategies and plans to encourage effective use of information technology. It also provides computer systems development services, information systems support services and facilities to the Ministry of Consumer and Commercial Relations and the Ministry of Financial Institutions, including advice and consultation on information-technology issues.

General Classes or Types of Records

Contain background material on technical strategies, standards, and policies and information on the ministry's technical initiatives.

- Application Feasibility Studies
- Application Submissions and Reports
- Corporate Technology Plans
- Information Systems – Documentation
- Project Plans and Status Reports
- Requests for Proposals, Tenders and Contracts

Registration Division

The division registers real property interests and personal property security interests, incorporations, sole proprietorships, partnerships, assumed corporate names, births, deaths, marriages, divorces, adoptions and name changes. It comprises: Assistant Deputy Minister's Office; Real Property Registration; Property Law; Personal Property Registration; Companies; and Registrar General Branches.

General Classes or Types of Records

Contain information on administration, legislation and reports.

- Companies Branch – Corporate Records, Corporation Securities Documents, Registers, Registrations of Sole Proprietorships, Partnerships and Business Names, Security Rolls of Documents Filed or Registered
- Personal Property Registration Notices, Reports, Legislation and Regulations
- Property Law Branch – Property Law Committee Meetings, Legal Audit Reports and Interpretations, Statutes and Regulations
- Real Property Registration Branch – Records, Reports, Automated Index and Retrieval System Documentation, Automated Mapping and Titles Indexing System, Condominium Declarations and Descriptions
- Registrar General Branch – Legislation and Regulations, Revenue Reports, Proposals, Statistics

Manuals

Issued to Companies Branch staff and users.

- Companies Branch – Directives
- Incorporator's Handbook

Issued to Personal Property Registration Branch staff and users.

- Debtor Name Enquiry Guide
- Deposit Account Guide
- Motor-Vehicle Enquiry Guide
- Registration Guide

Issued to Property Law Branch staff, Real Property Registration Branch staff, county law associations, Canadian Bar Association – Ontario Real Property Section. Users' guides available to lawyers and other users.

- Land Titles Procedural Guide
- Property Law Bulletins

Issued to Real Property Registration Branch staff and users.

- Boundaries Act Procedural Guide for Users
- Certification of Titles – Application Procedural Guide for Users
- Document Users Guides – English and French
- Land Titles Abstracting Guidelines
- Land Titles Conversion Procedural Guide
- Land Titles Procedural Guide
- Property Law Bulletins
- Property Mapping Procedural Guide
- Registry Office Abstracting Guidelines
- Standard Charge Terms – Annual Edition
- Title Examiner's Procedural Guide

Issued to Registrar General Branch staff, divisional registrars, issuers, clergy, hospitals, coroners, funeral directors and physicians.

- Death Registration Guidelines
- Division Registrar's Manual
- Information System Procedures
- Internal Operating Procedures
- Marriage Handbook

Support Services Division

Provides support and control services to the ministry and its agencies. The Communications Branch provides consumer information and education. The division comprises: Communications Services; Finance and Administrative Services; Office of the French Language Coordinator; Personnel Services; Internal Audit; and the Information and Privacy Office.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Manuals

Issued to provide guidelines on office procedures, administration, and financial management.

- Freedom of Information and Protection of Privacy Procedural Manual

Technical Standards Division

The division is responsible for ensuring public safety related to elevating devices, amusement devices, pressure vessels,

hydrocarbon fuels and upholstered and stuffed articles. It regulates businesses and individuals engaged in the manufacture, supply, installation, operation, maintenance and/or use of goods, services or devices related to these areas.

General Classes or Types of Records

Contain information on administration, audit and inspection reports, and operational statistics.

- Bulletins and Information Letters
- Certification – Computer Operating Statistics Facility
- Computer System – Operating Statistics, Financial Reports
- Legislation and Policy Records
- Product Information
- Technical Advisory Committee – Minutes

Manuals

Issued to inspectors and Pressure Vessels Safety Branch staff.

- Inspectors Manual
- Welding Procedures

Affiliated Agencies

Board of Review Under the Operating Engineers Act

The board evaluates safety procedures and provides advice on the safe operation of plants and the training and employment of operating engineers and operators.

General Classes or Types of Records

Contain rulings and minutes of board meetings.

Commercial Registration Appeal Tribunal

The tribunal holds public hearings on appeals to review administrative decisions and provides an independent, inexpensive appeal procedure for persons affected by a variety of business practices subject to provincial regulation. Appeals to the tribunal are presently authorized under 15 statutes including the Liquor Licence Act.

General Classes or Types of Records

Contain information related to the general administration of the tribunal.

Liquor Licence Board of Ontario

The Liquor Licence Board of Ontario licenses and regulates individuals and premises involved in the sale of beer, wine or spirits; monitors all forms of advertising related to alcoholic beverages; licenses manufacturers of beer, wine and spirits; and issues Ontario Photo Cards.

General Classes or Types of Records

Contain minutes of board meetings, administrative records and information on the production, importation, distribution and provincial sales of alcoholic beverages.

Manuals

Issued to board staff.

- Inspection Branch – Procedures, Guidelines for Advertising, Stores Procedures, Inspection Manual
- Licensing Branch – Procedures, Guide to a Better Understanding of Liquor Licence Regulations, Interpretations and Directives, Special Occasion Permits, Licensing and Permits Directives, Liquor Licence: How to Get and Keep One
- Financial and Administrative Services – Purchasing Manual, Records Management Manual
- Personnel Services – Management Benefits Guidelines
- Executive Offices – Memorandum of Understanding and Bylaws
- Legal and Advertising Services – Advertising and Promotional Services

Ontario Film Review Board

The Ontario Film Review Board approves and classifies all films for public exhibition and videotapes for rent, lease or sale to Ontario consumers.

General Classes or Types of Records

Contain information related to the general administration of the board.

Ontario Racing Commission

The Ontario Racing Commission administers the Racing Commission Act governing horse racing in Ontario. The commission also administers the Race Track Tax-Sharing Arrangement that involves the Ontario Sires Stakes Program; and the Race Track Assistance Program.

General Classes or Types of Records

Contain information related to the administration of horse racing in the province.

- Commission Hearings and Meetings – Minutes
- Industry-Related Statistics

Manuals

Issued to commission staff.

- Head Office Procedures
- Field Operations Procedures

Access

Information and Privacy Coordinator
Ministry of Consumer and Commercial Relations
5th Floor, 10 Wellesley Street East
Toronto, Ontario
M7A 2H8
Telephone: (416) 963-3671
TDD: (416) 963-0808



A public reading room for the review of manuals and other information is open during regular office hours in the library on the first floor at 555 Yonge Street, Toronto.

Ministry of Correctional Services

Head

Minister of Correctional Services
Room 5320, Whitney Block
Queen's Park
Toronto, Ontario
M7A 1A2
Telephone: (416) 965-5952

Mandate

Mandated by federal and provincial legislation, the ministry is responsible for adult offenders who are: remanded into custody; sentenced to custodial terms of less than two years; sentenced to community correctional programs; released on Ontario parole. In addition, the ministry administers all correctional programs for young offenders aged 16 years or older.

Organization

The ministry comprises two divisions, seven branches, five regional offices, three affiliated agencies with the head office in Scarborough and 284 field offices/institutions. Refer to the Government of Ontario Telephone Directory for details regarding addresses.

Divisions

Corporate Services Division

Responsible for corporate strategic/operational planning and support services. The division comprises five branches: Policy and Corporate Planning; Human Resources Management; Management Information Systems; Finance and Administrative Services; and Communications.

General Classes or Types of Records

Contain information relating to general administration, policy and resources planning, information systems development, personnel, staff development, and accounting processes.

Accommodation, Construction and Maintenance of Correctional Facilities
Correctional Agencies and Facilities
Correctional Research and Evaluation Records and Statistics
Intergovernmental/Interministerial Issues
Staff Training Material (correctional officer basic and refresher training, human rights training, Institutional Crisis Intervention Team (ICIT) training, management training, personnel policies and procedures training, probation and parole officers' basic training, professional development training)

Manuals

Provide ministry staff with a convenient reference source of policy and procedural directives and guidelines regarding administration, finance, personnel, program training, staff development, and management information systems.

Administrative and Financial Services Division (vol. 1 and 2)
Administrative and Financial Policy and Procedures (vol. 1) – Finance
Adult Information System (AIS) Institutional Manual
Client Information System (CIS) – Probation and Parole Expenditure and Revenue Coding
Freedom of Information and Protection of Privacy Policy and Procedures Manual
Input/Output Control
Institutional Administrative System (IAS) Key Operators' Manual
Institutional Administrative System (IAS) Users' Manual
Personnel Policies and Procedures
Policy and Procedure for Educational Leave and/or Assistance

Operations Division

Provides a wide range of custodial and community-based services for adult and young offenders. Five regional offices oversee 45 institutions, three treatment centres, 84 open and secure custody centres for young offenders, 126 probation and parole offices, 32 community resource centres, and one satellite camp. Division has two branches – Offender Programming and Operational Support, and Community Corrections.

General Classes or Types of Records

Contain information relating to general administration, planning, development, policy, operational procedures for institutional and community programs for adult and young offenders.

Academic and Vocational Programs
Bailiff Vehicle Records
Community Programs
Community Residential Agencies/Agreements
Community Resource Centres
Food Service Contracts, Menus and Statistics
Health Care Program
Industrial Program
Institutional Administration and Security Control Records
Institutional Programs
Open and Secure Custody Facilities for Young Offenders
Policy and Procedures Development and Proposals
Probation and Parole Administration Records
Recreation Program
Social Work Program
Volunteer Program

Manuals

Provide guidelines on operational policy, standards and procedures for adult and young offenders in custody,

probationers and parolees. As well, directives on topical issues are circulated periodically.

- Food Services
- Local Institutional Standing Orders
- Probation and Parole Policy and Procedures
- Probation and Parole Secretarial Manual
- Probation and Parole Services Nominal Roll
- Program and Service Inventory
- Standards and Procedures (Vol. 1 and 2)
- Young Offenders Act Operational Policies and Procedures

Legal Services Branch

Provides the ministry and its affiliated agencies, including the Custody Review Board, the Minister's Advisory Committee on Corrections, and the Ontario Board of Parole, with general legal services – advice on legal questions, assistance in preparing legislation, litigation, claim settlements – and acts as counsel before judicial or administrative tribunals.

General Classes or Types of Records

Contain general administration records and material received or created by Legal Services including information on corrections-related legislation, regulations, solicitor-client correspondence, legal opinions, legal judgments, litigation, contracts, agreements.

Operational Review, Audit and Investigation Branch

Provides review, audit, inspection and investigation functions for the operating components of the ministry by assessing management processes, general operations, program management, financial and administrative procedures.

General Classes or Types of Records

Contain reports prepared by auditors or inspectors following audits, program review or incident investigations in ministry offices, institutions or agencies providing services to the ministry.

- Audit Reports
- Inspection Reports
- Investigation Reports
- Operational Review Files

Manuals

Issued to audit managers and auditors to provide procedural direction and guidance on conducting audits.

- Audit Manual

Affiliated Agencies

Custody Review Board

On application by young persons, reviews decisions made by ministry officials regarding the placement of young persons in custody centres and makes recommendations for action. This is a joint board with the Ministry of Community and Social Services. Its members are appointed by Orders in Council.

General Classes or Types of Records

Administration of the board and maintenance of records is the responsibility of the Ministry of Community and Social Services on behalf of both ministries.

Minister's Advisory Committee on Corrections

Advises the minister on emerging issues in the field of corrections from the point of view of the community at large. There are nine board members drawn from the legal, educational, religious and business communities.

General Classes or Types of Records

Contain reports submitted to the minister and background material including submissions from private parties or agencies concerning correctional issues.

- Agendas and Minutes
- Correctional Subject Files
- Reports and Background Material

Ontario Board of Parole

The Ontario Board of Parole has jurisdiction over all offenders in provincial institutions who are serving sentences of up to two years less one day. The Chair, Ontario Board of Parole, is responsible for the overall administration of the Board. Five regional vice-chairmen and an executive vice-chairman are responsible to the Chair for all Board decisions and for the total operation of the regional Boards.

General Classes or Types of Records

Contain general administration records and material relating to justice, corrections and parole matters originating at the Board, ministry, federal and provincial government level, from other provinces or countries, professional associations, citizen groups and the public. Also contain information on policy and procedures of the Board, and decision-making mechanisms regarding parole approvals and denials.

- Agreements
- Associations/Committees
- Board Policy and Operational Plan
- Legal Issues
- Parole Boards of Other Jurisdictions
- Parole Philosophy
- Planning and Finance
- Reports/Research

Manuals

Provide staff with a convenient reference source of policy and procedural directives and guidelines regarding administration of the Board.

Policy and Procedures (Ontario Board of Parole Users' Manual)
Ontario Board of Parole Office Procedures

Access

Coordinator
Freedom of Information and Privacy
Ministry of Correctional Services
2001 Eglinton Avenue East
Scarborough, Ontario
M1L 4P1
Telephone: (416) 750-3318



A public reading room for the review of manuals and other information is open during regular office hours in the library at 2001 Eglinton Avenue East, Scarborough.

Ministry of Culture and Communications

Head

Minister of Culture and Communications
6th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 965-8098

Mandate

The Ministry of Culture and Communications promotes cultural expression and development, encourages heritage preservation, and advocates Ontario's interests in the communications field. It supports a number of community and provincial cultural and historical facilities and institutions and assists Ontario's commercial cultural interests. The ministry also provides policy advice on issues affecting Ontario consumers, suppliers and manufacturers of communications systems and services.

Organization

The ministry is organized into three divisions, the Archives of Ontario, twelve branches, and seven agencies. The ministry's head office is in Toronto with 20 field offices across the province. The ministry provides administrative and operational support services including communications and marketing, and French-language services to the Ministry of Citizenship.

Divisions

Deputy Minister's Office

Provides staff support to the deputy minister in the overall management of the ministry, policy coordination, and strategic planning.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Communications and Marketing Branch

Provides information and marketing services for the ministry; provides communications support to the minister, deputy minister and program areas; and coordinates ministry publications and audio-visual materials.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Finance and Administration Division

Responsible for all financial and administrative matters, systems and support services including coordination of the ministry's youth programs and Regional Services Offices, and ministry liaison with Management Board of Cabinet. The division is comprised of Regional Services, Legal Services Branch, Management Systems and Services Branch, Human Resources Branch, Finance Branch, Internal Audit Branch, French Language Services, and the Library/Resource Centre.

General Classes or Types of Records

Contain information relating to planning studies, technical advice and information on the development and operation of cultural facilities, capital funding, and the delivery of ministry programs at regional levels. Also contain general administrative files as described in the introduction to this directory.

- Capital and Program Grants
- Community Hall Inventory
- Community Projects and Facilities Improvement Program Grants
- Computers and Children Project
- Metropolitan Toronto and Provincial Theatres Inventory
- Ontario Lottery Project Grants System

Manuals

Issued to Regional Services staff outlining the principles and criteria for funding decisions for Ontario lottery grants. An administration policy and operations manual is also issued.

- Ontario Lottery Grant Manuals
- Here's How – Administrative Policies and Procedures
- Here's How – Interim Grant Procedures

Culture Division

Responsible for the development of policies and the operation of programs related to arts support, heritage conservation, libraries and community information, program and financial liaison with the ministry's cultural agencies, and policy and program development with cultural industries. The division is comprised of Arts Branch, Libraries and Community Information Branch, Heritage Branch, and Cultural Industries and Agencies Branch.

General Classes or Types of Records

Contain information relating to fiscal liaison and support to cultural agencies, financial and consultative support to arts organizations, administration of programs, acquisition and preservation of historical/heritage resources, support of public library services and information centres. Also contain general administration files as described in the introduction to this directory.

- Annual Survey of Public Libraries
- Archaeological Advisory/Consulting Services (licences, projects, research and exploration reports, site files)
- Architecture, Heritage Planning and Archaeology
- Statutory Plans Review

Artifact Conservation Treatment Records (applications, artifact treatment reports)
 Artifact Inventory
 Book Publishing Program (financial statements, correspondence, statistics)
 Building Rehabilitation and Improvement Campaign
 Canada-Ontario Cultural Development Program (applications, reports, general correspondence)
 Capital Grants Programs
 Community Facilities Improvement Program (guidelines, grant applications, correspondence, post-project reports)
 Community Information Services and Operating Grant Program
 Community Museum Operating Grants (guidelines, grant applications, correspondence)
 Contracts for Library Services
 Cultural Enterprises
 Cultural Exchange Program (applications and related materials)
 Cultural Support Programs – Art Service Organizations, Galleries, Schools, Awards (applications and related materials)
 French Language Library Collection Development Program
 Half Back Redemption Program (correspondence, reports)
 Heritage Organization Development Grant (guidelines, grant applications, correspondence, constitution, bylaws)
 Heritage Plaques Local Marking Assistance Program (guidelines, plaque applications, plaque photographs, text)
 Heritage Structures (slides and photographs)
 Heritage Support Grants (guidelines, grant applications, correspondence, constitution, bylaws)
 Historical Studies Series Grants (guidelines, grant applications, research)
 International Relations (correspondence, statistics, reports and agreements)
 Legislated and Special Libraries Grants Local/County and Indian Band Libraries
 Library Automation Projects
 Library Network Development
 Library Resources Enrichment Fund Program
 Library Services
 Local Architecture Conservation Advisory Committees LACAC (list of committees, addresses)
 Lottery Programs (capital and non-capital)
 Lottery Project Grants
 Ministry of Government Services/Ministry of Culture and Communications Heritage Properties Program (records pertaining to heritage buildings owned by the government, reports, photographs, correspondence, planning studies re capital work)
 Ministry of Transportation/Ministry of Citizenship and Culture Heritage Road Bridges Program (inventory files include surveys, background research; ministry files include proposed plans for capital work, correspondence, planning studies, photographs)
 Multicultural History Society Grants (guidelines, grant applications, correspondence, constitution, bylaws)
 Municipal Library Bylaws and Indian Band Library Resolutions
 Museum Files, Slides

Museum Fine Arts Insurance
 Northern Native Library Development Program
 Ontario Heritage Policy Review (discussion papers including background research, public consultation meetings, submissions, communications, media, policy and planning, correspondence, comprehensive lists of heritage organizations)
 Ontario-Quebec Permanent Commission
 Outreach Ontario – Festival Programs
 Overseas Operations
 Preserving Ontario's Architecture (guidelines, grant applications, correspondence, post-project reports)
 Provincial Historical Plaquing Program (research, administration)
 Provincial Libraries Consultants (services – youth, children, seniors, multicultural, disabled)
 Public Libraries – Act Inquiries
 Public Libraries Program Review
 Public Library Services
 Public Library Staff Salary and Benefits Survey
 Trade Organizations (financial statements, correspondence, applications)
 Youth Opportunities Program

Communications Division

This division provides policy, regulatory, and industry and technology advice on developments and issues affecting Ontario consumers, suppliers, carriers, broadcasters, cable operators, and manufacturers of communications equipment; participates and intervenes at the Canadian Radio-Television and Telecommunications Commission on behalf of Ontario residents and business concerning communications rates and services; represents the Ontario government at federal-provincial meetings on national telecommunications policy; and undertakes operational projects to encourage the development of new communications systems and applications. The division is comprised of Broadcasting and Cable Branch, Telecommunications Branch, and Operations and Technology Office.

General Classes or Types of Records

Contain information on policy development, research data, and on Canadian Radio-Television and Telecommunications Commission (CRTC), federal Department of Communications (DOC), and Ontario Telephone Service Commission subjects.

Bell Canada Tariffs
 Broadcasting and Cable Research Regulatory Issues and Policies
 Canadian Radio-Television and Telecommunications Commission (CRTC) (hearing transcripts, submissions, interventions, notices and decisions)
 Communications Industry (assistance, development, statistics and studies)
 Communications Issues and Background Papers
 Communications Technology Projects
 Ontario Telephone Service Commission (orders and correspondence)
 Restrictive Trade Practices Commission (hearings and reports)
 Telecommunications Research, Regulatory Issues and Policies

Archives of Ontario

Administers the Archives Act; acquires, preserves and makes available for research and administrative purposes significant unpublished records and documents relating to Ontario; and obtains from Ontario government agencies important non-current records through statutory control, and from other sources through donation or purchase.

Records of the Private Manuscripts Section are excluded from the Freedom of Information and Protection of Privacy Act. Access to these records is determined by each donor.

General Classes or Types of Records

Contain information selected for permanent preservation from all government agencies. Also contain information concerning prominent individuals and families who lived in Ontario or contributed to the development of the province, corporate records of various Ontario organizations and commercial enterprises, and general administration files.

- Access Request Files
- Access Review Files
- Access Unit Policy, Liaison, Training and Operations Resource File
- Archives Accession Records (legal authority for ownership)
- Archives Search Records
- Collections Management Binding Requisition
- Conservation Correspondence and Reports
- Conservation Survey Forms
- Conservation Treatment Reports
- Exhibitions Facility Declaration Forms
- Government-Wide Scheduled Records
- Inventories and Finding Aids to Archives Holdings
- Liaison Officers Correspondence and Biographical Research
- Microfilm, Photostat and Photographic Reproductions (receipts and ledgers)
- Preproduction Work Orders, Register and Receipts
- Reading Room Activity Report, Daily Register and Request Slips
- Special Access/Permission Register and Files
- Transfer of Unscheduled Records

Manuals

Issued to Archives staff to provide policies and procedures on access operations and administration.

- Archives of Ontario Access Policy and Procedures Manual

Affiliated Agencies

Conservation Review Board

Holds hearings concerning objections to the designation of property for historical or architectural conservation.

General Classes or Types of Records

Contain information relating to hearings concerning objections to municipal designation of property for historical or

architectural conservation, appeals against the minister's designation of archaeological or historical sites or the minister's refusal of archaeological licences, and general administration.

- Designated Properties (by-laws and notices of intention)
- Hearings on Objections to Designating of Properties
- Record of Designation of Properties

Ontario Film Development Corporation

Fosters the development of Canadian-owned, Ontario-based film producers by providing a source of investment financing and assists Canadian distributors and filmmakers with the domestic and international marketing of their products. Also provides location assistance to producers and directors of both domestic and international film productions.

General Classes or Types of Records

Contain information relating to programs that stimulate employment, investment and growth in the Canadian motion picture industry, and general administration.

- Entertainment – Festivals/Galas
- Loan Transactions
- Marketing
- Production and Development Agreements, Applications and Programs

Manuals

Staff procedural manual is produced and issued to all staff.

Ontario Heritage Foundation (OHF)

The foundation carries out programs and activities in the areas of archaeology, architectural conservation, history, natural heritage and holds property in trust for the province. It provides grants for restoration work, research and publications, erects historical plaques, and manages and conserves OHF real and cultural properties. The foundation advises the Minister of Culture and Communications on the issuance of archaeological licences.

General Classes or Types of Records

Contain information relating to OHF programs and activities, general administration and financial information, board and committee agendas and minutes, and information relating to advice provided to the Minister of Culture and Communications on issuing archaeological licences.

- Archaeological Committee Projects (policies and procedures, research, grant files, special projects/ programs)
- Architectural Conservation Committee Projects (policies and procedures, research, capital and non-capital grant files, feasibility studies, special projects/ programs (Good Practices Manual))
- Carolinian Canada Land Protection and Stewardship Program (correspondence, memorandum of understanding, grant applications, guidelines, interim and post-project reports, site descriptions)

Elgin/Winter Garden Project (construction files, communications, promotion and marketing, architectural/design files, research, legal files, correspondence, progress reports)

Historical Committee Projects (policies, program guidelines, operations, initiatives, project grants)

Natural Heritage Committee (grant applications, guidelines, terms of reference, correspondence, interim and post-project reports)

Niagara Escarpment Program (memorandum of understanding, grant applications, communications, promotion and marketing, acquisition files, correspondence)

OHF-Owned Properties (inventory of properties, tenant lists, custodial agreements, maintenance, reports, photographs, correspondence)

Property Restoration and Management Records (construction, contracts, communications, promotions and marketing, legal, correspondence, architectural, archaeological, historical)

Real Property Heritage Easements (easement agreements, grant applications/agreements, research, monitoring reports, legal, correspondence)

Record of Cultural Properties (collections management policies, reports, gift agreements, legal, correspondence, insurance, custodial institutions)

Ontario Historical Studies Series Board of Trustees

Produces comprehensive, scholarly and readable books on the historical development of Ontario.

General Classes or Types of Records

Contain information relating to authors' contracts, book launchings, editors' reports, minutes of board of trustees meetings and executive committee meetings, and expected publication dates of volumes of the series.

Biographies – Published
Biographies – Publishing Schedule
Flow Chart of Research, Writing and Publishing
1971-1993
Published Theme Studies and Publishing Schedule

Ontario Science Centre

Makes science and technology appealing to children of all ages by inviting visitor participation, and providing special exhibitions, films, free education programs, and travelling exhibitions.

General Classes or Types of Records

Contain information relating to a large variety of programs designed to stimulate and inform the general public about science and technology. Also contain general administration files as described in the introduction to this directory.

Copyrights
Exhibit Research and Development
Revenue Tour Booking and Facility Rental

School Tour Bookings
Trademarks

Ontario Telephone Development Corporation

This agency was originally established to contribute to the improvement of the telephone systems in Ontario. The role of the corporation was to respond to crisis situations in the operation of the telephone systems to which the authority of the province extends in order to ensure that the customers of these systems have access to adequate telecommunications services at all times. The agency is currently inactive.

General Classes or Types of Records

Contain information relating to the acquisition of the Muskoka and Parry Sound Telephone Company.

Background information on the Muskoka and Parry Sound Telephone Company
Corporate Executive Council Minutes
Court Proceedings and Legal Matters

Ontario Telephone Service Commission

The commission is responsible for regulating the thirty providers of telephone services under provincial jurisdiction. Bell Canada is not regulated by this commission.

General Classes or Types of Records

Contain information on orders, filings and day-to-day operations.

Applications
General Tariffs of Telephone Systems
Telephone Service Commission Orders
Telephone Tariff Agreements

Access

Freedom of Information and Privacy Coordinator
Ministry of Culture and Communications
9th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 965-3012



A public reading room for the review of manuals and other information is open from 10:00 a.m. until 4:00 p.m., Monday to Friday in the Library/Resource Centre on the ninth floor at 77 Bloor Street West, Toronto.

Access for the Archives of Ontario

Freedom of Information and Privacy Coordinator
Archives of Ontario
77 Grenville Street
Toronto, Ontario
M7A 2R9
Telephone: (416) 965-6952



A public reading room for the review of finding aids and other information is open from 8:15 a.m. to 4:30 p.m., Monday to Friday, with staff on duty to assist researchers, on the main floor at 77 Grenville Street, Toronto. Extended research hours without staff on duty are Monday to Friday until 10:30 p.m. and on Saturday from 10:00 a.m. to 8:00 p.m.

Access for the Ontario Film Development Corporation

Freedom of Information and Privacy Coordinator
Ontario Film Development Corporation
81 Wellesley Street East
Toronto, Ontario
M4Y 1H6
Telephone: (416) 965-8393

Access for the Ontario Science Centre

Freedom of Information and Privacy Coordinator
Ontario Science Centre
770 Don Mills Road
Don Mills, Ontario
M3C 1T3
Telephone: (416) 429-4100

Access for the Ontario Telephone Service Commission

Freedom of Information and Privacy Coordinator
Ontario Telephone Service Commission
Suite 200, 3625 Dufferin Street
Downsview, Ontario
M3K 1Z2
Telephone: (416) 235-4950

Office for Disabled Persons

Head

Minister Responsible for Disabled Persons
3rd Floor, 700 Bay Street
Toronto, Ontario
M5G 1Z6
Telephone: (416) 965-5678
TDD/Voice: 1-800-387-4456

Mandate

The office acts as a central information source to the general public on government policies, programs and services for disabled persons and their families; promotes the development of coordinated policies within government on issues affecting disabled individuals; and identifies opportunities of a corporate nature to promote the public's awareness of the needs of disabled persons.

Organization

The office consists of the Minister's Office, the Office for Disabled Persons and the Ontario Advisory Council for Disabled Persons which reports to government through the minister.

General Classes or Types of Records

Contain information on policy and programs related to disabled persons as well as administrative records.

Manuals

Provide information on group home policy, programs, regulations and related issues. Publications are available at the Ontario Government Bookstore.

Ontario Group Homes Manual

Affiliated Agencies

Ontario Advisory Council for Disabled Persons

The Ontario Advisory Council for Disabled Persons advises the government of Ontario through the Minister Responsible for Disabled Persons on matters pertaining to the well-being of disabled persons. It promotes the development and creation of self-help opportunities for disabled persons; reviews current policies which have a bearing on disabilities; and advises the minister as requested.

General Classes or Types of Records

Contain information on issues related to disabled persons and their families in Ontario as well as administrative records.

Orders in Council

Access

Coordinator
Information and Privacy
Office for Disabled Persons
16th Floor, 700 Bay Street
Toronto, Ontario
M5G 1Z6
Telephone (voice)/TDD: (416) 963-3121



A public reading room for the review of manuals and other information is open during regular office hours in the library on the second floor at 700 Bay Street, Toronto.

District Health Councils of Ontario

Head

Chairperson of each District Health Council. Refer to the list at the end of this chapter for addresses.

Mandate

The District Health Councils of Ontario are planning advisory bodies to the Minister of Health, established by Order in Council under the Ministry of Health Act. Councils plan for, identify and priority rank district health needs, coordinate all health planning activities for the district and, cooperate in social development activities for the district.

Organization

There are 28 geographically defined councils representing over 90% of Ontario residents. Councils are composed of 15 to 19 volunteer members appointed by Order in Council for a maximum of two three-year terms. The membership is composed of consumer, provider and local government representatives supported by a small secretariat. Councils are supported by a number of committees composed of council members and community provider and consumer members.

General Classes or Types of Records

Each council maintains separate records including general administrative records as described in the introduction to this directory. Council records contain information relating to hospital services, long-term care, mental health and addiction services, community and public health services, health promotion, and emergency health services specific to the district served.

- Agendas and Minutes from Council and Council Committees
- Health Planning Studies
- Health Related Demographic Information
- New/Expanded Health Services Programs – Proposals, Review and Evaluation Documentation, Priority Ranking
- Profile Information on Health Agencies/Services
- Recommendations to the Minister of Health
- Results of Analysis of Health Service Plans
- Special Project and Task Force Reports

Manuals

Issued to council members and staff to provide the policy and procedures which govern the activities of councils and secretariat.

District Health Council Bylaws/Operational Guidelines
District Health Council Administrative Manual

Ministry of Health New/Expanded Health Services Program Proposal Guidelines

Access

Executive Director of each District Health Council listed below.

A public reading room for the review of manuals and other information is open during regular office hours at each of the council office locations.

District Health Councils

Algoma District Health Council
Suite 405, 123 March Street
Sault Ste. Marie, Ontario
P6A 2Z5
(705) 942-0200
Established by Order in Council 1050/77, April 13, 1977.



Brant District Health Council
Suite 401, 233 Colborne Street
Brantford, Ontario
N3T 2H4
(519) 756-1330
Established by Order in Council 1817/76, June 23, 1976.



Cochrane District Health Council
Suite 310, 119 Pine Street South
Timmins, Ontario
P4N 2K3
(705) 264-9539
Established by Order in Council 1704/75, June 18, 1975.



County of Simcoe District Health Council
County Administration Centre
Midhurst, Ontario
L0L 1X0
(705) 726-9300
Established by Order in Council 1954/83, July 9, 1983



District Health Council of Eastern Ontario
Suite 300
340 Pitt Street
Cornwall, Ontario
K6H 5V5
(613) 933-9585
Established by Order in Council 865/80, March 26, 1980



Durham Region District Health Council
Suite 300, 40 King Street West
Oshawa, Ontario
L1H 1A4
(416) 433-4262
Established by Order in Council 1659/77, June 15, 1977



East Muskoka/Parry Sound
36 Chaffey Street
P.O. Box 3000
Huntsville, Ontario
P0A 1K0
Telephone: (705) 789-4429
Established by Order in Council 977/88, April 15, 1988

Essex District Health Council
Suite 207, 76 University Avenue West
Windsor, Ontario
N9A 5N7
(519) 256-4568
Established by Order in Council 197/76, January 28, 1976



Grey-Bruce District Health Council
Suite 5, 945 Third Avenue East
Owen Sound, Ontario
N4K 2K8
(519) 376-6691
Established by Order in Council 1168/76, April 28, 1976



Haldimand-Norfolk District Health Council
P.O. Box 5081
101 Nanticoke Creek Parkway
Townsend, Ontario
N0A 1S0
(519) 587-2231
Established by Order in Council 2271/81, August 6, 1981



Haliburton, Kawartha and Pine Ridge District Health Council
P.O. Box 544
849 Alexander Court, Suite 210
Peterborough, Ontario
K9J 6Z6
(705) 748-2992
Established by Order in Council 2858/75, October 15, 1975



Halton District Health Council
Suite 503, 700 Dorval Drive
Oakville, Ontario
L6K 3V3
(416) 842-2120
Established by Order in Council 2123/76, July 21, 1976



Hamilton-Wentworth District Health Council
Box 2085, Main Post Office
Patterson Building, Second Floor
890 Sanatorium Road
Hamilton, Ontario
L8N 3R5
(416) 389-1321
Established by Order in Council 156/76, January 28, 1976



Kenora-Rainy River District Health Council
101 Main Street South
Kenora, Ontario
P9N 1T1
(807) 468-5683
Established by Order in Council 3590/75, December 23, 1975



Kent County District Health Council
75 Thames Street
Chatham, Ontario
N7L 1S4
(519) 351-1162
Established by Order in Council 1152/76, April 28, 1976



Kingston, Frontenac and Lennox and Addington District
Health Council
P.O. Box 1690
544 Princess Street
Kingston, Ontario
K7L 5J7
(613) 549-5253
Established by Order in Council 2712/81, September 18, 1981

Lambton District Health Council
Suite 108, 265 North Front Street
Sarnia, Ontario
N7T 7X1
(519) 337-5485
Established by Order in Council 1644/77, June 15, 1977



Manitoulin-Sudbury District Health Council
160 Douglas Street West
Sudbury, Ontario
P3E 1G1
(705) 675-5654
Established by Order in Council 1540/76, May 26, 1976

Metropolitan Toronto District Health Council
Suite 301
1246 Young Street
Toronto, Ontario
M4T 1W5
(416) 922-8820
Established by Order in Council 2392/80, August 20, 1980

Niagara District Health Council
Box 1059
1440 Pelham Street South
Fonthill, Ontario
L0S 1E0
(416) 892-5771
Established by Order in Council 1274/75, May 7, 1975



Ottawa-Carleton Regional District Health Council
Suite 350, 955 Green Valley Crescent
Ottawa, Ontario
K2C 3V4
(613) 723-1440
Established by Order in Council 3153/73, December 21, 1973



Peel District Health Council
1st Floor, 10 Peel Centre Drive
Brampton, Ontario
L6T 4B9
(416) 791-7906
Established by Order in Council 624/77, March 9, 1977



Rideau Valley District Health Council
Box 487, 1 Abel Street
Smiths Falls, Ontario
K7A 4T4
(613) 283-6980
Established by Order in Council 936/77, March 30, 1977



Thames Valley District Health Council
826 King Street
London, Ontario
N5W 2X6
(519) 679-9140
Established by Order in Council 146/76, January 28, 1976

Thunder Bay District Health Council
Suite 8, 516 Victoria Avenue East
Thunder Bay, Ontario
P7C 1A7
(807) 623-6131
Established by Order in Council 2545/74, October 2, 1974

Waterloo Region District Health Council
Suite 218, 75 King Street South
Waterloo Town Square
Waterloo, Ontario
N2J 1P2
(510) 884-6390
Established by Order in Council 3328/77, November 30,
1977



Wellington-Dufferin District Health Council
317 Speedvale Avenue East
Guelph, Ontario
N1E 1N3
(519) 836-7440
Established by Order in Council 1813/76, June 23, 1976

West Muskoka/Parry Sound District Health Council
2nd Floor
15 James Street
Parry Sound, Ontario
P2A 1T4
Established by Order in Council 977/88, April 15, 1988

Durham College of Applied Arts and Technology

Head

Chairperson, Board of Governors
Durham College of Applied Arts and Technology
P.O. Box 385
2000 Simcoe Street North
Oshawa, Ontario
L1H 7L7
Telephone: (416) 576-0210

Mandate

Durham College provides educational services to students and trainees in the areas of post-secondary and continuing education, apprenticeship and skills training.

Organization

Durham College is governed by a Board of Governors appointed by the Ontario Council of Regents and is organized into the following divisions: Administrative, Human Resources, Student Affairs and three Academic Faculties reporting to the President. The main campus is in Oshawa with two other campuses in Pickering and Ajax.

Divisions

The Board of Governors

The Board establishes goals and policies for the college and evaluates the results. The Board is comprised of 12 external and four internal members. One external member serves as chairperson.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees
Policies

President's Office

Appointed by and responsible to the Board of Governors, the President is chief executive officer with full authority to manage and direct the business affairs of the college. The Community Services Coordinator reports directly to the President.

General Classes or Types of records

Contain information on the management of the college, the coordination of fundraising activities, and the provision of information to the public on college affairs.

Manuals

Contain policies on college operations as approved by the Board of Governors.

Durham College Policies Manual

Administration and Finance

The division administers and controls all financial matters, cafeterias and facilities. Reporting to the Administrator are the Accounting Department, the Purchasing Office and the Plant Department.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Manuals

Contain information on administrative procedures for college staff.

Durham College Procedures Manual

Human Resources

The division coordinates the recruitment of staff, maintains employee records; coordinate, staff promotions, transfers and terminations, and interprets and implements the collective agreements, grievance procedures and pay equity.

General Classes or Types of Records

Contain information relating to personnel and human resource functions as described in the introduction to this directory.

Student Affairs

The division is responsible for student recruitment and registration, student services (including financial assistance, athletics and student housing), job placement services, and the operations of the fitness complex, the library, and the audiovisual department.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the enrolment and registration of students and the provision of student services.

Faculty of Applied Arts and Health Sciences

The faculty is comprised of the Applied Arts Division and the Health Sciences Division. The Applied Arts Division offers programs in journalism, public relations, advertising administration, interior design, graphic arts, early childhood education, food and beverage management and general studies. The Health Sciences Division offers programs in nursing, nursing assistant, post-diploma psychiatric nursing, dental assistant, and dental hygiene.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs as described in the introduction to this directory.

Manuals

Issued to students to provide procedures and guidelines relating to the faculty's programs and courses. Issued to instructors and program chairmen to provide policies and procedures relating to the delivery of the faculty's academic programs. Similar manuals are used in other faculties.

- Chairman's Manual
- Continuing Education Chairman's Handbook
- Extension Handbook
- Instructor's Handbook
- Student Handbook

Faculty of Business and Technology

The faculty is comprised of the Business Division and the Technology Division. The Business Division offers programs in business administration, legal administration, office systems, retail management, office administration and secretarial studies. The Technology Division offers programs in engineering technology, industrial, chemical, electronic, mechanical and food and drug technologies, and aviation transport. Apprenticeship programs are also offered.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs.

Faculty of Skills Development

The faculty administers government-sponsored programs such as the Ontario Training Strategy and the Canadian Job Strategy, and provides a variety of vocational assessment, skills training and academic upgrading programs. The faculty also administers the Innovation Services area (which offers expertise in new business development and expansion) and the College Management Centre (which focuses on improving operational efficiency in small business).

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the administration of government-sponsored programs.

Access

Freedom of Information and Privacy Coordinator
Durham College
P.O. Box 385
2000 Simcoe Street North
Oshawa, Ontario
L1H 7L7
Telephone: (416) 576-0210

A public reading room for the review of manuals and other information is open during the day and evening and is located in the college library, Oshawa.

Ministry of Education

Head

Minister of Education
22nd Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1L2
Telephone: (416) 965-5277

Mandate

The ministry develops policy for the elementary and secondary education of all Ontario residents and provides operating and capital grants to locally elected school boards. It operates schools for the blind, the deaf and the deaf/blind, demonstration schools for the learning disabled, educational programs in training schools, and the Independent Learning Centre.

Organization

The ministry is organized into four divisions: Administration; Corporate Planning and Policy; Learning Programs; and Learning Services. Each division reports to an assistant deputy minister. In addition, there is an Assistant Deputy Minister of Franco-Ontarian Education. The ministry's programs are carried out by the provincial schools, six regional offices, and by services provided by head office.

Divisions

Administration Division

The Administration Division comprises six branches and three units and is responsible for the administration of human and financial resources, the provision of administrative, financial, audit, information-management, data-processing and communication services, the application of the Affirmative Action/Employment Equity Program, the ministry's compliance with the freedom of information and protection of individual privacy legislation and for the coordination of French-language services.

General Classes or Types of Records

Contain information relating to administration, finances, internal audit, information systems, communications services, and human resources.

Federal-Provincial Agreement Claims
Miscellaneous Grants (special grants for educational purposes)

Manuals

Issued to staff to provide direction and details on administrative and operational policies and procedures

for administration, finance, logistics, and human resources.

Accelerated Career Development Inventory
Central Records Management Users Guide
Excellence in Leadership (Human Resources Development, Leadership Inventory, Management Development, Performance Appraisal, and Staff Development)
Freedom of Information Administration
Internal Audit
Internal Manual of Administration
Policies and Procedures
Records Management
Style Guide for Editors and Writers of Ministry Publications
System Standards

Corporate Planning and Policy Division

The Corporate Planning and Policy Division comprises four branches and is responsible for operational planning and reporting, setting priorities, strategic planning, corporate financial planning, policy development and analysis, general and statistical information services and public inquiries, research, educational liaison, legislative planning and legal counsel, and teachers' superannuation.

General Classes or Types of Records

Contain information on interpretations of legislation administered by the ministry, educational liaison, education statistics, education research and analysis, and general education information

Acquisition
Board Reports
Contractual Educational Research
Corporate Issues
Curriculum Statistics
Dissemination, Promotions of Research Reports
Education Information System
Exchange Programs (student/teacher cultural and educational exchanges)
Experience Program (summer job service for students)
Federal-Provincial Agreements
Federal-Provincial Liaison
French-Language Fund Learning Materials
Hosting and Summer Seminars
Information Centre Catalogue
Interprovincial Liaison
Legislation Development
Litigation
Master Identification (MIDENT)
Native Education
Newspaper Clippings and Information Vertical
Policy Analysis and Research Development
Process of Data Collection Instruments
School September Report
Statutory Amendments
Strategic Planning
Teachers' Statistics
Teachers' Superannuation

Manuals

Issued to board and school officials as a general guide to the various programs offered by the Ontario Student Leadership Centre. Intended to provide statistical information on Ontario.

- Directory of Statistical Information
- Ontario Student Leadership Centre Administration
- Procedures for Operation of Systems and Identification of Statistical Information
- Systems User

Franco-Ontarian Education

Franco-Ontarian Education advises the ministry on priorities, programs and goals related to French-language education in Ontario; participates in the appointment and positioning of the ministry's French-language officials; reviews official documents related to French-language education; provides French-language consultative services to and liaises with the ministry's agencies, boards and commissions concerning French-language education; and oversees the implementation of French-language governance legislation.

General Classes or Types of Records

Contain information on all matters relating to the education of francophones in the province.

Learning Programs Division

The Learning Programs Division comprises six branches and two units and is responsible for the development of programs for elementary and secondary schools in Ontario. Also coordinates the ministry's participation in program development for adult and continuing education, child care, Native education, distance education and computers in education.

General Classes or Types of Records

Contain information on the development of education standards and policy, curriculum guidelines, learning materials, special education programs, programs for students and professional development programs for teachers, the administration of provincial schools, and the provision and administration of related programs.

- Banque d'instruments de mesure de l'Ontario
- Book Purchase Plan
- Circular 14 Textbooks (approved textbooks for teachers' use)
- Computer-Based Learning Materials Development
- Computers in Education Vendors' Contracts
- Correspondence Courses
- Curriculum Guidelines
- Curriculum Support (documents/materials, record of development)
- Demonstration Schools
- Developmental Centre Schools
- French-Language Fund Learning Materials
- Learning Materials Development Plan
- Multilevel Courses

- Native Affairs
- Ontario Assessment Instrument Pool
- Ontario Educational Software Industry
- Ontario Scholarships
- Ontario Secondary School Diplomas
- ONTERIS – Bibliographic Databases of Documents and Learning Materials
- Principals' Courses – Policies and Procedures
- Private Scholarships
- Provincial Schools
- R.S.N.A. Schools
- Schools for Blind and Deaf
- Special Days Events at Schools
- Special Education
- Student Guidance Information System
- Student Information System
- Student Leadership Program
- Supervisory Officer's Oral and Written Examination
- Teachers' Qualifications – Policies and Procedures

Manuals

Issued to provide details on policies and procedures related to curriculum activities and other divisional functions.

- Circular 14 Textbooks – Policies and Practices
- Curriculum Development Procedures
- Designing Schools for the Physically Handicapped
- Education Programs in Government – Approved Care and Treatment Facilities for Children and Youth
- Educational Software Documentation, Standards and Guidelines
- Formative Evaluation Plan for Exemplary Software
- Independent Learning Centre – Associate Teacher Handbook
- Independent Learning Centre – Day School Facilitation Handbook
- Independent Learning Centre – Futures Handbook
- Independent Learning Centre – Institution Liaison Handbook
- Independent Learning Centre – Course Development Guide
- Independent Learning Centre – Course Material Sales
- Independent Learning Centre – Policy Handbook
- Independent Learning Centre – Student Guide
- ONTERIS Collections Policies
- ONTERIS Data Entry
- ONTERIS ISIS 4.5 Search
- ONTERIS Microfiche Procedures and Policies
- ONTERIS One Search Aid
- ONTERIS Subject Descriptors
- Procedures for School Boards in the Preparation of a Report to the Minister on the Provision of Special Education Programs and Services, May 1987
- Provincial Schools' Teacher Evaluation Process
- Special Education Information Handbook
- Special Education Monographs (Special Education Appeal Boards, Identification, Placement and Review Committees, and Exceptional Pupils with Mild Intellectual Handicaps in Secondary Schools)

Learning Services Division

The Learning Services Division comprises two branches, six regional offices and one unit. Responsible for the delivery

and supervision of programs and policies to school boards and accountable to the public for the progress and standards achieved in Ontario schools.

General Classes or Types of Records

Contain information on the development of educational hardware, software and communications network, the provision of software to school boards for various applications (e.g., student administration, finance, planning and personnel administration), the operation of private schools, the design and construction of public and separate schools, and funding policy.

- Agreements for Care and Treatment of Special Needs Children
- Architectural Services
- Assessment Data (municipal assessment data for school board grants calculations)
- Cooperative Review
- Educational Computing Network for Ontario (ECNO)
- Education Funding Policy
- Enrolment Data
- French as a First and Second Language
- Issue Sheets
- Native Education
- Principals' Courses – Policies and Procedures
- Private Schools
- Private Schools Inspection Report
- Product Support Group
- Provincial Assessment of Various Educational Areas
- Provincial Reviews of Various School Administration Matters
- Pupil Enrolment Data
- Pupil Transportation Data
- Regional Administration
- School Attendance
- School Board System Services
- School Boards (estimates, revised estimates and financial statements)
- Student Guidance Information System Processing

Manuals

Provide procedures for the use and maintenance of and product development for the ministry's educational computing systems.

- Administrative Guide for Ministry Supervisory Officers (Northwestern Region)
- Capital Grant Plan
- Cooperative Evaluation and Development of School Systems (CEDSS)
- Curriculum Manual for Northern Regional Office
- Educational Computing Network of Ontario (ECNO)
- Elementary Summer School Programs (Eastern Region)
- Non-Guideline Course Approval (Western Region)
- Orientation Manuals (Eastern and Midnorthern regions)
- Principals' Courses – Policies and Procedures
- Private Schools Inspection Manual (Eastern and Western regions)
- Regional Seminar Leader Responsibilities (Eastern Region)
- School Business Memoranda
- Task Descriptions for Northwestern Regional Office
- Uniform Code of Accounts for Ontario School Boards

Affiliated Agencies

Advisory Council on Special Education

The Advisory Council on Special Education helps ensure that the ministry's work in special education is tailored to the specific needs of that field. The council represents the Ontario Alliance for Children, the Council for Exceptional Children, the Ontario Council of Administrators of Special Education, the Ontario Advisory Council on the Physically Handicapped, the Ontario Psychological Association, the Ontario Association of Professional Social Workers, the Ontario Catholic Supervisory Officers' Association, the Ontario Association of Education Administrative Officials, the Ontario School Trustees Council, the Association des surintendants franco-ontariens, the Ontario Teachers' Federation, and the Ontario Medical Association.

General Classes or Types of Records

Contain annual reports to the minister on policy matters related to special education.

Council for Franco-Ontarian Education

The Council for Franco-Ontarian Education is an advisory body to the ministers of Education and Colleges and Universities. It advises the ministers on all matters concerning the education of Franco-Ontarians from junior kindergarten to university.

General Classes or Types of Records

Contain correspondence and materials from boards and other jurisdictions.

Education Relations Commission

The Education Relations Commission, established in 1975, administers the collective bargaining process between teachers and school boards, furthering harmonious relations; monitors and assists in negotiations; supervises voting by teachers; and advises the Lieutenant Governor in Council when a strike or lockout jeopardizes students' education.

General Classes or Types of Records

Contain agreements between teachers and school boards, records of negotiations, strikes and general relations between teachers and school boards.

Manuals

Issued to teachers, school boards, negotiators, and arbitrators to provide procedures to be used in all work-related situations.

Policies, Procedures and Forms

Languages of Instruction Commission of Ontario

The Languages of Instruction Commission mediates disputes between school boards and parents' advisory committees over the provision of education programs to official-language (French or English) minority groups.

General Classes or Types of Records

Contain the case records of affected school boards.

Ontario/Regional Special Education Tribunals

The tribunals provide a final avenue of appeal for parents who disagree with recommendations of the Identification, Placement and Review Committee (IPRC), for either the identification of a pupil as an exceptional pupil or the placement of an exceptional pupil in a special education setting.

General Classes or Types of Records

Contain written determinations of the tribunal.

Planning and Implementation Commission

The Planning and Implementation Commission advises the minister on the implementation of government policy related to a publicly funded Roman Catholic Separate School system.

General Classes or Types of Records

Contain background materials and public submissions related to recommendations and plans.

Provincial Schools Authority

Established under the Provincial Schools Negotiations Act, 1975, the Provincial Schools Authority, acting as a school board, employs teachers in education programs operated by the ministries of Correctional Services, Education and Health. It negotiates the terms of and administers the collective agreement governing the employment of these teachers.

General Classes or Types of Records

None

Access

Information and Privacy Coordinator
Ministry of Education
14th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1L2
Telephone: (416) 963-2163



A public reading room for the review of manuals and other information is open during regular office hours on the thirteenth floor of the Mowat Block, 900 Bay Street, Toronto.

Ministry of Energy

Head

Minister of Energy
12th Floor, 56 Wellesley Street West
Toronto, Ontario
M7A 2B7
Telephone: (416) 965-4286

Mandate

The Ministry of Energy ensures that Ontario has an adequate and secure supply of energy that meets the needs of Ontario residents and industry at reasonable prices in a manner consistent with the protection of the environment. To fulfill this responsibility, the ministry works with other ministries, agencies of the government, and with the energy sector.

Organization

The ministry is organized into six branches: Legal Services, Corporate Relations, Finance and Administration, Policy Development, Energy Liaison and Planning, and Programs and Technology.

Divisions

Legal Services Branch

Counsels the ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. Also represents the ministry before tribunals and provides other general legal services.

General Classes or Types of Records

Contain legal records described in the introduction to this directory, with the following addition.

National Energy Board Hearings

Corporate Relations

Provides communications services for the ministry.

General Classes or Types of Records

Contain general administration and operations records as described in the introduction to this directory in addition to the following.

Conferences
French-Language Services
Media Relations
Public Relations

Seminars and Workshops
Tradeshows and Special Events

Finance and Administration

The branch provides services to support effective management of the ministry's resources and comprises Financial Services, Audit and Evaluation, Contract Administration, Information Systems and Resources, and Staff Services. Personnel services are provided by the Ministry of Treasury and Economics.

General Classes or Types of Records

Contain general administration and operations records as described in the introduction to this directory.

Manuals

Used by Staff Services staff in delivering administrative support services.

Staff Services Procedures

Policy Development

The branch is responsible for strategic planning and forecasting for the ministry.

General Classes or Types of Records

Contain information relating to policy and strategic planning.

Energy Liaison and Planning Branch

Responsible for the development, review and presentation of policies and priorities related to the supply, demand and pricing of all forms of energy. Also responsible for the analysis and collection of available energy information to provide a framework for policy and program initiatives. The branch consists of the following sections: Oil and Gas; Electricity; Economics and Forecasts; and Energy Management.

General Classes or Types of Records

Contain information and data relating to energy policy development.

Companies and Utilities (operations, financing, rates)
Consumer Service
Crude Oil
Development of Alternative Fuels
Energy and Economic Supply-and-Demand Analyses
Energy Conservation Policy
Energy Contingency Planning
Energy Policy
Energy Supply, Demand and Pricing Analyses (by fuel type – gasoline, hydroelectric, natural gas, nuclear, oil; by sector – residential, commercial, industrial, transportation)
Energy Taxes

Energy Utilization
 Environmental Issues (acid rain, nuclear health and safety, nuclear waste)
 Forecasting (energy demand, prices, economics)
 Hydroelectric Development
 Incentives and Subsidies
 Natural Gas
 Nuclear Stations (operations, planning, safety)
 Petrochemicals
 Petroleum Refining Industry
 Planning (including generating plants, transmission lines)
 Regional Analysis (including remote/northern; Native affairs)
 Regulatory Affairs
 Transportation of Energy (pipelines, electricity)

Programs and Technology Branch

Develops programs and activities to encourage the development and use of conservation, demand management and alternative energy options. The branch maintains expertise and awareness in energy technologies, products and services, and provides assistance to government, municipalities, industry, and the general public. Management of programs and provision of information is the responsibility of three operational sections: Industry Programs; Energy Research and Development; and Energy Efficiency.

General Classes or Types of Records

Contain information and data on energy-efficient residential, industrial, and transportation equipment, processes, and management.

Advanced Energy Systems
 Agriculture
 Alternate and Renewable Energy Technology
 Aquaculture
 Biotechnology
 Building Systems
 Cogeneration (steam and electricity)
 Consumer/Residential Programs
 Electric Vehicles
 Electrotechnology
 Energy Codes and Standards
 Energy Conservation and Management
 Energy Conservation Equipment
 Energy Education
 Energy Technology Development and Transfer
 Energy Use
 Fuel Conversions
 Fuels and Fuels Research
 Heating Systems
 Industrial Energy Technology
 Nuclear Technology
 Public Institution Programs
 Small Hydro
 Transportation Energy Technology
 Transportation Fuels

Affiliated Agencies

Board of Valuation

In cases of dispute, the Board of Valuation determines compensation for damage to private property caused by Ontario Hydro.

General Classes or Types of Records

Contain claim files.

Ontario Energy Board

The Ontario Energy Board has jurisdiction over energy-related matters including: regulation of natural gas rates; municipal franchise approvals; hydrocarbon pipeline construction and related environmental concerns; expropriation for utility access; and control of utility accounting procedures.

General Classes or Types of Records

Contain applications, hearings, and decisions of the board, with supporting documentation.

Energy Board Orders
 Energy Board Rate Orders
 Energy Board Reports
 Natural Gas Facilities
 Transmission Pipeline Orders
 Uniform Accounting Orders

Access

Freedom of Information and Privacy Coordinator
 Ministry of Energy
 10th Floor, 56 Wellesley Street West
 Toronto, Ontario
 M7A 2B7
 Telephone: (416) 965-6575



A public reading room for review of manuals and other information is open during regular office hours in the Information Resource Centre on the tenth floor at 56 Wellesley Street West, Toronto.

Ministry of the Environment

Head

Minister of the Environment
15th Floor, 135 St. Clair Avenue West
Toronto, Ontario
M4V 1P5
Telephone: (416) 323-4360

Mandate

The ministry is responsible for achieving and maintaining a quality of the environment, including air, water and land, that will protect human health and the ecosystem and will contribute to the well-being of the people of Ontario.

Organization

The ministry's head office is in Toronto. The ministry is organized into five divisions, 18 branches and six regions. Programs are administered and services provided to the public by head office and 26 field offices.

Divisions

Office of the Deputy Minister

Responsible for the overall management of the ministry, internal planning and resource allocation. Reporting to the office are the ministry's five divisions: Corporate Resources; Environmental Services; Intergovernmental Relations and Strategic Projects; Operations; Approvals and Engineering; and the Communications and Legal Services branches.

General Classes or Types of Records

Contain information relating to overall management and planning.

- Associations
- Committees
- Councils and Boards
- Environmental Monitoring and Surveillance

Communications Branch

This branch provides information on the ministry's policies and programs to the public, interest groups and the media. It establishes communications policy for the ministry and advises its branches and regions on communications programs.

General Classes or Types of Records

Contain information on the planning, development and production of all print and audio-visual materials prepared to provide the media, general public and ministry interest

groups with information on the policies, programs and activities of the ministry.

Legal Services Branch

Prepares legislation, regulations, Orders in Council and briefs for tribunal work and prosecutions; represents the ministry before courts and boards; provides advice on legal interpretations of statutes affecting ministry operations; and advises on or drafts ministry contracts and agreements.

General Classes or Types of Records

Contain information relating to legislation and legislative acts relevant to the ministry as well as advice provided to program and support branches.

Corporate Resources Division

This division identifies the ministry's broad program, research and resource needs; coordinates policy development and the effective management and utilization of the ministry's human and financial resources; provides financial, socio-economic and administrative support and systems development for ministry programs; and ensures compliance with Ontario's financial and administrative directives. The division consists of seven branches: Policy and Planning; Research and Technology; Human Resources; Financial and Capital Management, which sets the water and sewage rates for the province; Systems Information and Technology; Administrative Services, which coordinates the Freedom of Information and Privacy Protection and the French Services programs; and Management Audit.

General Classes or Types of Records

Contain information and reports relating to ministry resources and activities as they apply to ministry programs, their conception, development and implementation.

Manuals

Provide specific guidelines to staff with responsibility for research contracts. Policies and guidelines issued to ministry staff and agencies.

- Administrative Policy Manual
- Environmental Policies and Guidelines
- Instructions to Research Liaison Officers
- Management by Results in the Ministry of the Environment
- Operational Planning Guidelines

Environmental Services Division

This division provides scientific, technical and laboratory services to support ministry programs and is responsible for the development and delivery of programs concerning air and water quality and waste management intended to protect the ecosystem and human health. The division consists of four branches: Air Resources; Water Resources; Waste Management; and Laboratory Services.

General Classes or Types of Records

Contain information and reports relating to scientific, technical and laboratory services in support of ministry programs.

Acidic Precipitation in Ontario Study
Air Monitoring
Air Quality and Meteorology
Blueprint for Waste Management
Contaminants
Contingency Plans
Criteria and Regulations
Emergency Response
Environmental Assessments
Great Lakes
Hydrology and Monitoring
Laboratory Information/Computer System
Land-Use Planning
Liaison with Water Quality Agencies and Organizations
Liquid Industrial, Solid, Biomedical, Hazardous Wastes
Municipal Sewage, Sludge and Waste Management Systems
Nanticoke Environmental Management Programme
Phytotoxicology
Radioactivity
Resource Recovery and Recycling
Source Separation
Sudbury Environmental Study
Technology Assessment
Test Centre
Vehicle Emissions
Waste Management Waybills
Waste Sites Identification
Water Quality (well water, ground and surface water)

Intergovernmental Relations and Strategic Projects Division

The division coordinates ministry participation in inter-governmental programs and develops and implements related strategic projects including acid precipitation, surveillance and abatement of projects affecting the Great Lakes and the Niagara, Detroit, St. Clair and St. Mary's rivers systems, and the development of environmental standards for hazardous contaminants. The division consists of the Hazardous Contaminants Coordination Branch, the Acid Precipitation Office, and the Intergovernmental Relations and Strategic Projects Office.

General Classes or Types of Records

Contain information relating to intergovernmental programs and strategic projects.

Acid Rain
Canada-Ontario Agreement
Chemicals
Contaminants
Detroit, St. Clair and St. Mary's Rivers
Energy
Great Lakes
International Joint Commission

Liaison with Federal and U.S. Governments, Other Agencies and Organizations
Niagara River
Pesticide Permits
Termite Control
Waste and Water Quality Data

Operations Division

The division is the operational and enforcement arm of the ministry, working in conjunction with the Environmental Services, Approvals and Engineering, and Strategic Projects divisions, as well as investigating and enforcing Ontario's environmental legislation. The division consists of six regions with 26 field offices throughout Ontario and the Investigations and Enforcement Branch.

General Classes or Types of Records

Contain information relating to operational and enforcement activities of the ministry.

Aerial Photography
Complaint Investigations
Compliance with Conditions of Approval
Contingency Planning
Cost Database for Water and Sewage Systems
Emergency Response
Formal Comments on Environmental Approvals for Water and Sewage Plants (Part V)
Industrial Applications for Approval
Investigation and Enforcement Activity
Licences for Haulers and Installers
Notices of Appeals and Decisions
Proposed Regulatory Measures
Sewage and Water Systems Projects

Manuals

Issued as required by the operational units of the division to assist those interested in specific programs, projects and services provided by the ministry.

Contingency Planning
Guidelines for Design of Water- and Sewage-Treatment Works and Systems
Guidelines for Private Sewage-Disposal Systems
Municipal and Private Guidelines and Procedures (water supply and sewage infrastructure)
Municipal Environmental Planning Series (Environment Ontario and Municipal Planning, Air Pollution Considerations for Municipal Planning, Individual Sewage Systems and Municipal Planning, Individual Water Systems and Municipal Planning)

Approvals and Engineering Division

In support of the operational and enforcement arms of the ministry, this division coordinates all approvals and engineering functions such as reviews; approves land use and environmental projects for industrial waste water and air emissions, water treatment, and sewage and solid-waste disposal facilities; reviews applications for funding municipal

and water sewage works; carries out the technical review of environmental assessments of proposed undertakings; develops policies and guidelines related to land use plan review; administers the pesticide licensing program, as well as noise assessment and systems support; is responsible for project management and engineering; and the reporting, surveillance and clean-up of spills and other environmental emergencies. The division consists of three branches: Approvals; Environmental Assessment; Project Engineering; and the Spills Action Centre.

General Classes or Types of Records

Contain information relating to operational and enforcement activities of the ministry.

- Applications for Grants
- Approval or Disapproval of Grants
- Certificate of Approval and Supporting Documentation
- Consulting and Value Engineering
- Contingency Planning
- Contract Documents (re water and sewage works)
- Cost Database for Water and Sewage Systems
- Emergency Response
- Engineering Agreements, Fees, Hourly Rates
- Environmental Assessment Reviews
- Environmental Security Account
- Field Services and Technical Support
- Financial Statements re Tenders
- Formal Comments on Environmental Approvals for
 - Water and Sewage Plants (Part V)
- Land Use Planning Reviews
- Liaison with Municipal, Provincial, Federal and U.S. Agencies
- Licences for Pesticide Vendors, Operators and Extremators
- Noise Studies and Reports
- Sewage and Water Systems Projects
- Waste Sites and Systems Approvals

Manuals

Issued as required by the operational units of the division to assist those interested in specific programs, projects and services provided by the ministry.

- Acoustical Technology Training Courses
- Approval of Noise Sources
- Contingency Planning
- "EA" Reviewers' Manual – Procedures for Ministry of the Environment Staff
- Guidelines for Design of Water- and Sewage-Treatment Works and Systems
- Guidelines for Private Sewage-Disposal Systems
- Municipal and Private Guidelines and Procedures (water supply and sewage infrastructure)
- Municipal Environmental Planning Series (Environment Ontario and Municipal Planning, Air Pollution Considerations for Municipal Planning, Individual Sewage Systems and Municipal Planning, Individual Water Systems and Municipal Planning)
- Nanticoke Industrial Influence Area
- Noise Prediction from Road Traffic, Rail Traffic, Aircraft
- A Protocol for Dealing with Noise Concerns During the Preparation, Review and Evaluation of Provincial Highways Environmental Assessments

Affiliated Agencies

Board of Negotiation

As the final authority within the ministry, the board may influence claims settlements in cases where economic loss has occurred as a result of damage to vegetation or livestock from contaminants discharged into the environment. The board is empowered to negotiate settlements between parties in such cases. It is administered by the Environmental Assessment Board.

General Classes or Types of Records

Contain information on hearing records and reports prepared by the ministry as a result of its field examination and laboratory analysis, a board report and related correspondence.

Environmental Appeal Board

This board hears appeals of persons affected by decisions or orders of local health authorities or of the Ministry of the Environment, related to private sewage disposal, water and sewage, waste disposal, air and noise pollution, and pesticides.

General Classes or Types of Records

Contain information on the general administration and operations of the board.

Environmental Assessment Advisory Committee

This committee provides advice on matters relating to environmental assessment, including whether or not specified undertakings should be subject to the Environmental Assessment Act.

General Classes or Types of Records

Contain information on the general administration and operations of the committee.

Environmental Assessment Board

This board holds public hearings on the impact of major development proposals under the Environmental Assessment Act, the Environmental Protection Act, and the Ontario Water Resources Act. Under the latter two statutes, the board makes recommendations to the ministry's Director of Approvals who makes the ultimate decision. With respect to the Environmental Assessment Act, the board makes decisions which can only be changed or rescinded by the minister with the approval of the Lieutenant Governor in Council.

General Classes or Types of Records

Contain information on the general administration and operations of the board. Separate files are maintained for intervenor funding hearings.

Environmental Compensation Corporation

This corporation assesses applications and authorizes payments to those who have experienced losses resulting from spills. It is also authorized to recover, on behalf of the beneficiary of compensation, the amount of the payment.

General Classes or Types of Records

Contain information on the general administration and operations of the corporation as well as spills incidents.

Farm Pollution Advisory Committee

This committee advises the ministry on specific situations when animal waste may be disposed of in accordance with "normal farming practices" which are exempt from certain provisions of the Environmental Protection Act. The role of the committee is currently under review.

General Classes or Types of Records

Contain information on the general administration, operations and investigations of the committee.

Hazardous Waste Listing Advisory Committee

This committee will solicit public response to interim recommendations of the ministry as to whether or not a waste substance should be listed as hazardous. It will receive correspondence commenting on these decisions at the request of the minister, advise the minister on the acceptability of interim listing or delisting decisions, and undertake any associated tasks and projects relating to the implementation of hazardous-waste regulations that the minister may request.

General Classes or Types of Records

None

Joint Board – Office of Consolidated Hearings

This board, comprised of members drawn from both the Ontario Municipal Board and the Environmental Assessment Board, holds public hearings in connection with matters set out in the Consolidated Hearings Act. This statute applies to an undertaking where more than one hearing is or may be required. The Joint Board makes decisions which can only be changed or rescinded by order of the Lieutenant Governor in Council.

General Classes or Types of Records

Contain information for each hearing, including notices to the Hearings Registrar, as well as the general administration and operations of the Joint Board.

Municipal Industrial Strategy for Abatement Advisory Committee

This committee receives and reviews draft regulations aimed at reducing the flow of toxic chemicals into Ontario's waterways from nine sectoral technical committees. Working with these committees, it provides advice and makes recommendations to the minister.

General Classes or Types of Records

Contain information on the general administration and operations of the committee.

Pesticides Advisory Committee

This committee advises the ministry on all matters related to the use of pesticides.

General Classes or Types of Records

Contain information on the general administration and operations of the committee.

Chemicals
Companies
Liaison with Provincial, Federal, U.S. Governments,
Other Agencies and Organizations
Pesticides

Recycling Advisory Committee

This committee advises the ministry on measures to promote the establishment of multi-material source-separation programs.

General Classes or Types of Records

Contain information on the general administration and operations of the committee.

Access

Coordinator
Freedom of Information and Privacy Protection Office
Environment Ontario
5th Floor, 7 Overlea Boulevard
Toronto, Ontario
M4H 1A8
Telephone: (416) 965-4385



A public reading room for the review of manuals and other information is open during regular office hours on the main floor at 135 St. Clair Avenue West, Toronto.

In addition, public reading rooms are located at each regional office. Refer to Ontario Government Telephone Directory for addresses.

Fanshawe College of Applied Arts and Technology

Head

Chair, Board of Governors
Fanshawe College of Applied Arts and Technology
1460 Oxford Street East
P.O. Box 4005
London, Ontario
N5W 5H1
Telephone: (519) 452-4458

Mandate

Fanshawe College provides students with quality learning experiences for career and personal development in a wide range of part-time and full-time vocational programs and courses as well as part-time avocational activities. Learning experiences are offered in the areas of post-secondary certificate and/or diploma programs, academic upgrading, adult retraining, continuing education and general interest.

Organization

Fanshawe College is a Crown corporation of the government of Ontario, governed by a Board of Governors and administered by a President as chief executive officer. The college is organized into three divisions, Academic, Community and General Services with campuses in the counties of Elgin, Middlesex, Norfolk, and Oxford. Head office is located at 1460 Oxford Street East, London.

Divisions

Board of Governors

The Board of Governors establishes college goals, priorities, and policies and evaluates progress achieved on these activities and policy directions. The Board of Governors is comprised of seventeen members which includes the President as an ex-officio member. Also included in this number are one member each of the three employee groups of the college and one member of the student body. The Board is further supported by an Executive Secretary and a Treasurer.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees
Policies

President's Office

The President is appointed by and responsible to the Board of Governors as the chief executive officer with responsibility for the day-to-day operation of the college. The President's Office is comprised of the President, three Vice-Presidents, and appropriate support staff.

General Classes or Types of Records

Contain information on the management of the college, the coordination of fundraising activities, the provision of information to the public on college affairs and staff development.

Academic Services

This service area provides academic programs through the schools of Business and Applied Arts, Health Sciences and Human Services, and Technology.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs.

Community Services

This service area provides educational programs through the School of Continuing Education and through the area campuses, as well as education marketing and promotion services.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs in the continuing education field, as well as relating to government-sponsored programs for academic and skills upgrading, as described in the introduction to this directory.

General Services

This service area provides support services including finance, human resources, student admissions, educational resources, and plant and property matters.

General Classes or Types of Records

Contain operational records common to community colleges relating to the enrolment and registration of students, as well as general administrative records, as described in the introduction to this directory. Also contain information on the college's student tutoring program, and on employee skill levels.

Peer tutoring records
Skills inventory

Access

Information and Privacy Coordinator
Fanshawe College of Applied Arts and Technology
1460 Oxford Street East
P.O. Box 4005
London, Ontario
N5W 5H1
Telephone: (519) 452-4460



A public reading room for the review of manuals and other information is open during regular office hours in the Main Library, Room F1003, at 1460 Oxford Street East, London.

Ministry of Financial Institutions

Head

Minister of Financial Institutions
8th Floor, 555 Yonge Street
Toronto, Ontario
M7A 2H6
Telephone: (416) 963-2055

Mandate

The mandate of the ministry is to safeguard the interests of the public in dealings with the financial service sector and create a business climate that will enhance Ontario's competitive position in domestic and international markets. The ministry is responsible for the regulation, supervision and policy direction of financial institutions operating in Ontario.

Organization

The ministry's head office is in Toronto. The ministry comprises the Deposit Institutions Division, the Insurance Division, the Ontario Securities Commission, the Pension Commission of Ontario and the Ontario Automobile Insurance Board. The Financial Disclosure Advisory Board and the Commodity Futures Advisory Board consult with and advise the Ontario Securities Commission.

Divisions

Office of the Deputy Minister

Provides staff support to the deputy minister. The French Language Services Coordinator and the Information and Privacy Coordinator provide services to the ministry in their respective areas.

General Classes or Types of Records

Contain information relating to policy development, research, French-language services, legislation, Orders in Council, Cabinet submissions and administration.

Communications Services Branch

The Communications Branch supports both the Ministry of Financial Institutions and the Ministry of Consumer and Commercial Relations. It comprises the News and Information Section which maintains media liaison and produces consumer publications and news releases, and the Consumer Information Centre which answers public inquiries and offers support to consumer-education professionals.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Finance and Administration Section

The Finance and Administration Section comprises the Executive Coordinator's Office, the Investigations Branch, and a small administrative support group. It is responsible for the overall coordination of ministry administration and provides some administrative services to both the Deposit Institutions and Insurance divisions. Its Investigations Branch investigates suspected offences against various acts and gathers evidence for prosecutions and hearings. The Ministry of Consumer and Commercial Relations provides support services to the division under a shared-services agreement.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. Also contain information on investigations, prosecutions and hearings.

Legal Services Branch

Prepares legislation, regulations, and Orders in Council; institutes prosecutions and hearings; and provides advice on legal interpretations affecting ministry operations.

General Classes or Types of Records

Contain information on legislation, advice to program and support branches, prosecution and hearing matters.

Legal Opinions, Legislation, Regulations, Orders in Council
Notices of Appeals
Prosecutions, Hearings

Policy and Planning Branch

Prepares policy papers, Cabinet submissions and provides advice on policy issues affecting all areas of ministry operations.

General Classes or Types of Records

Contain information on policy issues.

Cabinet Submissions
Research

Deposit Institutions Division

The division regulates loan and trust corporations, mortgage brokers, credit union leagues, credit unions and cooperatives registered in Ontario. Regulation includes licensing, registration, and the examination of the financial and business practices of financial institutions and mortgage brokers. Comprises the Office of the Superintendent of

Deposit Institutions, the Credit Unions and Cooperatives Services Branch, and the Loan and Trust Corporations Branch.

General Classes or Types of Records

Contain information on credit unions/caisses populaires, cooperatives, loan and trust corporations, and mortgage broker applications and inspections.

- Corporations
- Credit Unions/Caisses Populaires Bylaws (general company correspondence, examinations, cooperative corporations)
- Licensing
- Loan and Trust Corporations Annual Regulatory Information (general company correspondence, statutory reports, new incorporations, proposed registrations)
- Mortgage Brokers (advertising, applications, general company correspondence, financial statements, individuals, partnerships, corporations, inspections)

Manuals

Issued to Loan and Trust Corporations Branch staff.

Examination Objectives and Procedures

Information and Technology Division

The division develops and supports corporate administrative policies, strategies and plans which encourage the effective use of information technology. It provides computer systems development services, information systems support services and facilities to the Ministry of Consumer and Commercial Relations and the Ministry of Financial Institutions, and provides advice and consultation on information-technology issues.

General Classes or Types of Records

Contain background material on technical strategies, standards and policies and information on ministries' technical initiatives.

- Application Feasibility Studies
- Application Submissions and Reports
- Corporate Technology Plans
- Information Systems Documentation
- Project Plans and Status Reports
- Requests for Proposals, Tenders and Contracts

Insurance Division

The division regulates insurance corporations, agents, adjusters under the Insurance Act; registrants under the Prepaid Hospital and Medical Services Act; registrants, salespersons under the Investment Contracts Act; and administers the Motor Vehicle Accident Claims (MVAC) Fund legislation. The division comprises the Superintendent's Office and three reporting branches – Service Development, Licensing and Examinations, and MVACF/Agents and Adjusters.

General Classes or Types of Records

Contain information about the operations of insurance companies and registrants under the Investments Contracts Act and registrants under the Insurance Act and Investments Contracts Act and registrants under the Prepaid Hospital and Medical Services Act and information about MVAC claims and accounts receivable.

- Corporations
- Licensing and Examinations (actuarial, examinations, company agreements and corporate minutes, general company correspondence, licensing, incorporating documents, reinsurance, security deposits)
- MVACF/Agents and Adjusters (Motor Vehicle Accident Claims Fund accounts receivable, agents and adjusters licence applications)

Manuals

Issued to Licensing and Examinations Branch and Motor Vehicle Accident Claims Fund staff.

- Examination Procedures
- Motor Vehicle Accident Claims Fund Branch Administration

Affiliated Agencies

Commodity Futures Advisory Board

At the request of the Ontario Securities Commission, The Commodity Futures Advisory Board consults with and advises the commission concerning developments in the nature of commodity futures contracts and commodity futures options and the manner of trading and the influence of trading in such contracts and options thereon on the economy of Ontario.

General Classes or Types of Records

Contain minutes of board meetings.

Financial Disclosure Advisory Board

At the request of the Ontario Securities Commission, The Financial Disclosure Advisory Board consults with and advises the commission concerning the financial disclosure requirements of the Securities Act and its regulation.

General Classes or Types of Records

No separate records are maintained by the board.

Ontario Automobile Insurance Board

The board maintains the classification plan for automobile insurance and sets and regulates rates for automobile insurance premiums in Ontario according to this plan. All insurance companies must obtain board approval of the rates they wish to charge. Industry-wide hearings and rate requests above prescribed rates will be considered by the board in public hearings.

General Classes or Types of Records

Contain information relating to board hearings and decisions, insurance company rate applications, and public inquiries and complaints.

- Applications Submitted by Insurance Companies
- Decisions, Reports and Orders of the Board
- Financial Statements Submitted by Insurance Companies
- Minutes of Meetings
- Public Complaints and Inquiries
- Reports and Studies by Consultants Retained by the Board

Manuals

Contain procedures for board hearings.

- Board Hearings Procedural Manuals

Ontario Securities Commission

Protects and informs investors; ensures the fair and efficient operation of Ontario's capital and commodity futures markets; imposes and enforces minimum standards of conduct and competence for those carrying on business in these markets; and oversees the industry's self-regulatory organizations (The Toronto Stock Exchange, the Investment Dealers' Association of Canada (Ontario District) and The Toronto Futures Exchange). The commission ensures that any person trading in securities and any corporation issuing securities to the public in Ontario complies with the Securities Act, and that the trading of commodity futures in Ontario complies with the Commodity Futures Act.

General Classes or Types of Records

Contain information such as annual reports, annual and quarterly financial statements, press releases, insider trading reports, material change reports, prospectuses, escrow agreements, applications, rulings and decisions, orders and receipts.

- Canadian Over-the-Counter Automated Trading System
- Statistics Chairman's Department Files
- Escrow Dockets
- Insider Trading Reports
- Investigations
- Legislation and Policies
- Public Companies
- Registrants

Manuals

Issued to Commodity Futures Branch and Corporate Finance Branch staff.

- Adviser Registration Guidelines
- Corporate Finance Branch Internal Procedure Manual

Pension Commission of Ontario

The commission administers the Pension Benefits Act, regulating most employer-sponsored pension plans for

employees in Ontario; registers new plans; approves amendments; monitors funding and solvency; supervises plan terminations; and administers the Pension Benefits Guarantee Fund. Its mandate is to promote the establishment, extension and improvement of pension plans in Ontario.

General Classes or Types of Records

Contain information on pension plans registered, awaiting registration, or terminated. Also contain correspondence files.

- Associations of Financial Intermediaries (Canadian Life and Health Insurance Association)
- Associations of Professional Persons (Canadian Institute of Actuaries)
- Associations of Supervisory Authorities (Canadian Association of Pension Supervisory Authorities)
- Insurance Companies
- Other Provincial and Federal Jurisdictions
- Pension Benefits Guarantee Fund Administration
- Pension Commission Meeting Minutes
- Trust Companies
- Unions

Manuals

Issued to ministry pension officers.

- Procedures Manual

Access

Information and Privacy Coordinator
Ministry of Financial Institutions
5th Floor, 10 Wellesley Street East
Toronto, Ontario
M7A 2H8
Telephone: (416) 963-3671
TDD: (416) 963-0808



A public reading room for the review of manuals and other information is open during regular office hours in the library on the first floor at 555 Yonge Street, Toronto.

Minister Responsible for Francophone Affairs

Head

Minister Responsible for Francophone Affairs
4th Floor, 900 Bay Street, Hearst Block
Toronto, Ontario
M7A 1X7
Telephone: (416) 965-2901

Mandate

The Minister Responsible for Francophone Affairs provides the policy framework for the development of French language initiatives and services throughout the government. The minister advises the government on, implements and promotes French language services and recommends policies and administrative practices.

Organization

The minister carries out this mandate through two organizations – the Office of Francophone Affairs and the Ontario French Language Services Commission.

Office of Francophone Affairs

Mandate

The Office is the prime advisor to the government, through the Minister Responsible for Francophone Affairs and the Premier, on the development and implementation of French language services and on relations with the Franco-Ontarian community.

Organization

The Office of Francophone Affairs comprises three branches: Ministry Services; Policy and Research; and Communications and Community Relations.

General Classes or Types of Records

Contain general administration records and public correspondence. All records are maintained and controlled by Cabinet Office.

Community Support Fund Grants List
French Language Publications

Manuals

Provide staff with policy and procedural directives and guidelines concerning administration, program implementation, and information management.

Community Support Fund Administration
French Language Services Implementation Procedures

Ontario French Language Services Commission

Mandate

The Commission reviews the availability and quality of French language services and recommends the designation of public-service agencies and areas. It also recommends proposed exemptions under the French Language Services Act and changes to plans of government agencies for the provision of French language services, and can make its recommendations public. The Commission will be dissolved in November 1989.

Organization

The Ontario French Language Services Commission has five members appointed by Order in Council. Its office is in Toronto.

General Classes or Types of Records

Contain information on the activities and administration of the commission. All records are maintained and controlled by Cabinet Office.

Access

Coordinator
Freedom of Information
Cabinet Office
Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
Telephone: (416) 965-2370

A public reading room for the review of manuals and other information is open during regular office hours in room 374 of the Legislative Building, Queen's Park, Toronto.

George Brown College of Applied Arts and Technology

Head

Chairperson, Board of Governors
George Brown College of Applied Arts and Technology
500 Macpherson Avenue
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9
Telephone: (416) 967-1212

Mandate

The college's responsibility is to provide high quality education and training in Technology, Applied Arts, Business, and Health Sciences for adults for purposes of employment and personal development.

Organization

George Brown College is governed by a 17-member Board of Governors that includes the college's President in an ex-officio capacity as secretary-treasurer. The college comprises two divisions, each headed by a Vice-President: Academic Division and Administrative Division.

Divisions

Board of Governors

Appointed by the Council of Regents, the Board of Governors has responsibility for establishing college goals and policies and evaluating results. It is comprised of four standing committees: Executive, Education, Finance, and Property.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees

President's Office

Appointed by and accountable to the board of governors, the President is chief executive officer of the college and has full authority to manage and direct its business affairs.

General Classes or Types of Records

Contain information on the management of the college, the coordination of fundraising activities, the provision of

information to the public on college affairs, and the coordination of relations with government.

Administrative

The division provides the college with a variety of administrative and support services. Reporting to the Vice-President, Administration, are the following departments: Continuing Education and Marketing; Finance and Accounting; Human Resources, Physical Resources and Campus Administration; Registrar, Student Services and Library/Audio-Visual Services; and Research and Program Development.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the enrolment and registration of students, the provision of student services, and the management of human resources. Also contain general administration records as described in the introduction.

Manuals

Issued to administrative management to provide guidance and direction on all aspects of college operations.

General Manual
Administrative Manual
Academic Manual
Personnel Manuals
Physical Resources Manual

Academic

This area is comprised of all academic units of the college reporting to the Vice-President, Academic. These include the Academic, Health Sciences and Community Services, Industry and Business Training, Professional Development and International Outreach, and Technology divisions, and the School Business and Graphic Arts, and the School of Hospitality and Fashion. This area also operates a number of special services: Dining Room, Handicapped Services, Day Care Centres, and Dental Clinic.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs. Also contain information on the operation of the School of Hospitality Dining Room, the Health Sciences and Community Services Division Dental Clinic and Day Care Centres.

Access

Freedom of Information and Privacy Coordinator
George Brown College of Applied Arts and Technology
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9
Telephone: (416) 967-1212
TDD: (416) 967-0966

A public reading room for the review of manuals and other information is open during regular office hours at 500 Macpherson Avenue, Toronto.

Georgian College of Applied Arts and Technology

Mandate

Chairman of the Board of Governors
Georgian College of Applied Arts and Technology
One Georgian Drive
Barrie, Ontario
L4M 3X9
Telephone: (705) 728-1951

Mandate

Georgian College, serving the areas of Bruce, Grey, Dufferin and Simcoe and the districts of Muskoka and Parry Sound, provides full- and part-time post-secondary, cooperative, continuous learning, apprenticeship and skills education to secondary school graduates, mature students, academic upgrading students and foreign students. Georgian offers general programs in applied arts, business, health sciences and technology, and specializes in such programs as automotive marketing, civil aviation, dispensing optician, marine engineering and tourism.

Organization

Georgian College is governed by a Board of Governors and is organized into five divisions: Academic, Contract Training and Government Relations, Engineering Technology, Finance and Administration, and Student and Community Services. These divisions are headed by three Vice-Presidents and two Executive Directors reporting to the President. Georgian has three campuses in Barrie, Orillia and Owen Sound, along with a number of satellite campuses in areas such as Parry Sound, Midland, Collingwood, and Orangeville. Administrative headquarters are located in Barrie.

Divisions

Board of Governors

The Board of Governors, appointed by the Ontario Council of Regents, is responsible for establishing the college's purpose and direction; ensuring that the college is effectively and efficiently managed; establishing policies having college-wide application; and promoting effective communication with the college community. The Board has four standing committees: Executive; Finance, Property and Administration; Faculty and Student Affairs; and Audit.

General Classes or Types of Records

Contain information relating to the development of policy, goals and objectives for the college and the overall direction of college operations and functions.

Board of Governors' Award of Merit
Building and Property – Original Documents
Bylaws
Contracts and Agreements
History/Profile of College
Leases
Master Plan
Minutes of Board and Committees
Official Ceremonies

Office of the President

The President is appointed by the Board of Governors and is an ex-officio member of the Board, responsible for the day-to-day operation of the college, advising the Board of the development, promotion and implementation of objectives and policies.

General Classes or Types of Records

Contain information relating to the management of the college and the implementation of Board policies.

Academic Division

The Vice-President, Academic, is responsible for developing and delivering academic programs in the School of Applied Arts and Health Sciences and the School of Business. The division is also responsible for the corporate functions of operational review, human resources development and institutional development (program planning, developing and evaluation), as well as operating the Canadian Automotive Institute, the College Council, the International Education Centre and the college's Research Centre.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs, and corporate management and development, as well as general administrative records, as described in the introduction to this directory.

Manuals

Issued to staff and instructors, and containing information on professional and human resource development as well as academic program development, delivery and evaluation.

Advisory Committee Guidelines
Human Resource Development Funding Guidelines
Instructor Handbooks
Professional Development Leave Guidelines
Program Evaluation Process Booklet

Contract Training and Government Relations Division

The division is headed by an Executive Director and administers contract training programs, a variety of skills development programs including Canadian Job Strategy, Ontario Skills Development, Ontario Basic Skills, FUTURES,

the Skills Incentive Fund, academic upgrading and English as a Second Language, and career development and job placement programs. The division also develops and delivers the General Arts and Science Program and is responsible for maintaining relations and contacts with Ontario and other governments.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to government relations and the delivery of government-sponsored programs. Also contain the following records.

- Community Industrial Training Committees Records
- Independent Learning Centre Operations

Manuals

Issued to division staff and containing information on training and skills development programs.

- Course Outlines/Program Descriptions
- Georgian's Ontario Skills Development Office's Operational Plan

Engineering Technology Division

The Executive Director, Engineering Technology, is responsible for delivering educational programs through the School of Engineering Technology and the Great Lakes School of Marine Technology. The division is also responsible for the Canadian Centre for Aviation Studies, Industrial Technology Advisor, and Skills Training. The Executive Director also manages Physical Resources, which includes furniture and equipment, contracts, ground maintenance, space allocation, student van service, telecommunications and switchboard.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs. Also contain information relating to projects, systems and special programs of the division.

- CAD/CAM Project
- College Equipment Maintenance System
- Industrial Research Maintenance System
- Skills Programs
- Trades Updating Program

Finance and Administration Division

The Vice-President, Finance and Administration, is responsible for delivering educational programs through the School of Design and Visual Arts. The division is also responsible for Computer and Information Services, Financial Planning, Financial Services, Personnel/Payroll Services and Registrar's Office. Included in these responsibilities are accounting, bookstore, printing, purchasing, shipping/receiving, benefits, employment equity, student admissions,

financial aid, registration, scheduling, and statistics and student records.

General Classes or Types of Records

Contain general administrative records as described in the introduction to this directory.

Manuals

Issued to staff relating to college administrative policy and procedures.

- Georgian College Policy Manual
- Personnel Services Practice and Procedure
- Printing Services Manual

Student and Community Services Division

This division is headed by a Vice-President and is responsible for delivering educational programs through the School of Tourism and Hospitality and the School of Continuous Learning. The division is also responsible for the operation of the Kempenfelt Centre, The Canadian Tourism Management Centre, the Canadian Automotive Institute and the Innovation Centre, as well as Student Services, Students' Administrative Council, Learning Resource Centre, Media Centre, Information Services, Resources Development, and Corporate Relations. Included in these responsibilities are athletics, counselling, health services, recreational services, communications, marketing, fundraising, official ceremonies and theatre allocation.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs listed above, the provision of student services and outreach programs. Also contain information on the operation of the following services and facilities.

- Georgian Dining Room Operations
- Georgian Press Operations
- Kempenfelt Conference Centre Operations
- Student Lounges
- Theatre Advisory Committee Minutes

Manuals

Issued to students and staff, and containing information on student services, the media centre, and the college's visual identity program.

- Audio-Visual Operator's Manual
- Media Centre Practice and Procedures
- Student Guide
- Student Services/Athletics Operations Manual
- Students' Administrative Council Constitution
- Visual Identity Manual

Access

Freedom of Information and Privacy Coordinator
Georgian College of Applied Arts and Technology
One Georgian Drive
Barrie, Ontario
L4M 3X9
Telephone: (705) 728-1951



A public reading room for the review of manuals and other information is open during regular office hours from 8:00 a.m. to 10:00 p.m. Monday to Thursday, 8:00 a.m. to 5:00 p.m. Friday, and 10:00 a.m. to 4:00 p.m. Saturday, on the third floor of the College Services Building, Building C, One Georgian Drive, Barrie.

GO Transit (Toronto Area Transit Operating Authority)

Head

Chairman
GO Transit
1120 Finch Avenue West
Toronto, Ontario
M3J 3J8
Telephone: (416) 665-9211

Mandate

In the public interest, GO Transit administers, designs and operates inter-regional transit systems; coordinates and integrates its operations with regional systems within its jurisdiction; manages regional transit authorities on their operations; and studies and investigates the use of provincial transit funds.

Organization

GO Transit is comprised of three divisions: Operations; Engineering, Development and Plant; and Planning, Finance and Administration. All activities are directed from GO Transit's offices in Toronto.

Divisions

Engineering, Development and Plant

The division provides technical expertise and communications services; administers and controls engineering projects; manages property and assets; and implements study projects.

General Classes or Types of Records

Contain information on consultants and contractors, property plans, repairs, maintenance, long-range development, contracts, communications equipment and services, statistics and development studies.

Communications Equipment, Operation and Servicing
Consultants and Contractors – Listings
Contracts, Tenders, Plans and Reports
Electrical and Mechanical
Engineering Specifications and Standards
Environmental Reports
Graphics and Signs
Project Management
Property Maintenance Reports and Work Orders
Property Plans and Drawings
Property Repairs and Renovations
Transit Systems – Development Studies

Manuals

Issued to staff to provide detailed procedures, guidelines and instruction on the construction and maintenance of GO Transit facilities.

Engineering Policies and Procedures
Engineering Standards
Plant Maintenance

Finance and Administration Division

The division administers and controls financial matters (budget, audit, revenue) and human-resource matters (personnel, labour, safety); and manages the acquisition and disposal of property, equipment, and supplies and services. It is responsible for corporate policies and procedures, legal services, the development of computer systems, public relations, and ridership planning and statistical information.

General Classes or Types of Records

Contain information on administrative and financial matters, corporate policies and procedures, records and forms management, computer systems, purchasing, public relations, accidents, claims, vandalism, security, property, personnel and payroll.

Agreements, Contracts, and Tender Documents
Board Submissions
Customer-Service Reports
Insurance Policies
Labour Negotiations and Grievances
Safety and Training
Sales Reports
Ticket Inventory and Sales Reports
Transit Ridership and Statistics
Vandalism Records
Vendor Information Listings

Manuals

Issued to staff to provide direction, guidance and information on procedures for administrative programs and specific policy items.

Administration and Claims
Corporate Administrative Policies and Procedures
Corporate Human Resources Policies and Procedures
Internal Audit
Purchasing and Tendering
Tariffs

Operations

The division is responsible for the development, operations and procurement of bus, rail and support vehicle rolling stock and mobile equipment, provides security for GO Transit equipment and property as well as a safe and reliable inter-regional transit system serving the general public.

General Classes or Types of Records

Contain information on the maintenance, procurement and operation of bus, rail and mobile equipment, the planning

and development of transit schedules, and on procedures for sales and operations staff.

- Agency, Terminal Operations
- Bus Administration
- Driver Training and Safety
- Equipment – Planning and Development
- Equipment – Specifications and Standards
- Equipment History (maintenance and repairs)
- Fuel Reports
- Lost and Found
- Operating Statistics and Reports
- Scheduling Statistics
- Vehicles – Work Orders

Manuals

Issued to staff to provide guidelines and instruction on the operation of bus-related customer-service operations and procedures for rail operations centres.

- Driver's Operating Manual and Instructor's Manual
- Rail Operations
- Security

Access

Freedom of Information and Privacy Coordinator
Administration and Claims Office
GO Transit
1120 Finch Avenue West
Toronto, Ontario
M3J 3J8
Telephone: (416) 665-9211



A public reading room for the review of manuals and other information is open during regular office hours in the library at 1120 Finch Avenue West, Toronto.

Ministry of Government Services

Head

Minister of Government Services
12th Floor, Ferguson Block
77 Wellesley Street West
Toronto, Ontario
M7A 1N3
Telephone: (416) 965-1101

Mandate

The ministry provides the government with accommodation, information technology and common corporate services, computer support for human resource management, and real property and mortgage administration management services for various provincial housing programs.

Organization

The ministry is comprised of four program groups: Computer and Telecommunication Services; Finance and Administrative Services; Realty; and Supply and Services. The Communications Branch and the French Language Services Unit report to the deputy minister. Head office is 77 Wellesley Street West, Toronto, and there are fourteen district offices throughout the province.

Divisions

Communications Branch

Responsible for internal and external communications activities including media liaison, official ceremonies, writing speeches and news releases, publications and legislative support. It administers the ministry's customer service program, the art collection, the employee suggestion program and the media studio in the Legislative Building.

General Classes or Types of Records

Contain background documentation and working papers for publications, speeches and reports.

Art Collection
Employee Suggestion Program

Computer and Telecommunication Services (CTS)

CTS provides government ministries with cost-effective information technology services including computer processing, data storage and computer centre management services. Telecommunication services include a

government-wide computerized telephone system, teleconferencing, teletype and facsimile services, and radio communications systems.

General Classes or Types of Records

Contain technical information on software and hardware, vendor proposals, evaluations and contract agreements.

Computer and Controller Inventory
Telecommunications Network Equipment and Software
Vendor Proposals, Evaluations and Contracts

Finance and Administrative Services Division

Responsible for internal support services including policy and planning, legal, audit, systems, finance and office services and human resources services, and Freedom of Information and Protection of Privacy.

General Classes or Types of Records

Contain the common administrative files as described in the introduction to this directory. Also contain information relating to internal safety services.

Manuals

Issued to staff to outline internal policies.

Ministry Information Technology Security Guidelines
Ministry Policy and Procedure
Ministry Safety Manual

Realty Group

Responsible for planning, developing and managing government real property and accommodation and for administering the Ontario Mortgage Corporation (OMC). The group's activities include design and construction, property management, lands and mortgages dealings, portfolio and financial management.

General Classes or Types of Records

Contain information on operational planning, financing and statistics for projects, contractors' prequalifications and performance evaluations, land management and a library resource centre.

Acquisition and Sales of Real Property
Construction (bonds and claims, building drawings, contracts, engineering services, performance evaluations and tendering documents)
Inventory of Government-Owned and Leased Premises
Land Appraisals
Leasing Proposals and Contracts
Standards for Government Buildings (architectural, energy management, fire code, general and disabled persons)
Surplus Properties
Survey Plans and Field Notes
Vacant Space Listings

Manuals

Technical operating procedures and guidelines are issued to staff.

Realty Group Policy and Procedures

Supply and Services Division

Provides corporate support services promoting public access to government programs and services and coordinating government purchasing activities; provides certain central common services; and provides certain corporate administrative services including employee benefits and data services, employee services and the Corporate Human Resource Information System (CHRIS) project.

General Classes or Types of Records

Contain information on the planning and management of acquisition and supply services (printing, stationery and office supplies, public tenders, collective purchasing, trucking and vehicle maintenance and assets disposal), information services (government central switchboard, translations, mail services, government publications, records centre and public access services), central common services (cheque production and mailing, debts collection, official congratulatory scrolls, and insurance and risk management), and general administration of the Integrated Payroll, Personnel and Benefits Recording System (IP-PEBS), Central Attendance Recording System (CARS) and operational support for the CHRIS project. Also contain information relating to medical education materials, evacuation plans for government buildings and first-aid services for government employees.

Fire Safety Plan and General Building Inspection Reports
Government of Ontario Telephone Directory Database
Key Word in Context (KWIC) (index of programs and services)
Official Congratulatory Scrolls
Ontario Government Employee Health Education
Ontario Government Payment Records
Printing Services Source List
Publications Inventory/Sales Records
Purchase Contracts
Supplier Information Service (SIS)
Surplus Assets Sales and Disposal
Tender Documents

Manuals

Issued to ministry benefits coordinators to provide information on the entitlement of Ontario government employees to benefits.

Employee Benefits Guidelines

Affiliated Agencies

Ontario Mortgage Corporation (OMC)

Responsible for mortgage-lending and collection activities.

General Classes or Types of Records

Contain information on mortgage and lease administration and services, and accounting.

Land Planning and Development Projects
Mortgage Administration and Services
Mortgage and Lease Accounting
Special Ministry Program Materials

Manuals

Internal policy and operating procedures manuals are issued to staff.

OMC Loan Accounting Manual
OMC Mortgage Administration

Provincial Judges Benefits Board

Authorizes payments of benefits to provincial judges and administers the Provincial Judges Benefits Plan.

General Classes or Types of Records

Contain general administrative records.

Real Estate Advisory Board

The board advises the minister on real estate matters.

General Classes or Types of Records

Contain general administrative records.

Access

Freedom of Information and Privacy Coordinator
Ministry of Government Services
8th Floor, 77 Wellesley Street West
Toronto, Ontario
M7A 1N3
Telephone: (416) 965-3342
TDD: (416) 965-5130
1-800-268-7095



A public reading room for the review of manuals and other information is open during regular office hours on the eighth floor at 77 Wellesley Street West, Toronto.

Ministry of Health

Head

Minister of Health
10th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 2C4
Telephone: (416) 965-2421

Mandate

The ministry is responsible for ensuring the good health of Ontario residents by administering such programs as health insurance, care for the mentally ill, extended health care, home care services, drug programs, and the regulation of hospitals and nursing homes. The ministry also operates psychiatric hospitals and medical laboratories and coordinates ambulance services.

Organization

The ministry has five groups each headed by an assistant deputy minister. Ministry programs are administered and the public is served directly by the head office in Toronto, the Ontario Health Insurance Plan (OHIP) head office in Kingston and field offices for each major program.

Divisions

Corporate Administration

The group is responsible for program and divisional activities related to the administration of OHIP. It provides common administrative, financial, supply and auditing services to ministry programs; develops and maintains personnel practices and procedures; includes Employment Equity program; and provides secretariat services to a number of affiliated agencies. The group comprises: Health Insurance Division (OHIP); Finance and Administration Division; Freedom of Information Office; Human Resources Branch; and Audit Branch.

General Classes or Types of Records

Contain information on audit policy, procedures, guidelines and internal administration, general administrative, financial and supply matters, policy and procedures for accounting, administration, supply, revenue control, systems development and operations, direction and administration of OHIP, access to health insurance coverage, premium collection, insured-service delivery and claims processing, personnel administration, and advisory and staff-development services.

Budgets and Settlements for Funded Agencies
Corporate Planning and Programs
Daily Premium Receipts
Extended Health Care

Federal Interprovincial Arrangements
Federal Transfer Payments
Fee Negotiations
General Hospitals Budgets, Settlements, Statistics
Group Premiums
Health Facilities
Homes for Special Care System
Institutional Policy Registration
Insured Services Fee Schedules
Interprovincial Hospital Reciprocal Billing System
Medical Claims – Adjudication
Medical Claims – Payment Processing and Policy
Microrecording Certificates and Documentation
Non-Group Premiums – Processing and Policy
Northern Health Travel Grant
Nursing Home Electronic Funds Transfer System
Ontario Drug Benefit Plan – Payment, Eligibility and Payment Systems
Ontario Health Insurance Plan – Financial Aspects (premium cashing, hospital payments, cheques, pay-direct and group chargeback, receipts, refunds, ledgers, authorizations, interim payments for physicians)
Out-of-Province Hospital/Physician Payment System
Payment Verification Systems Reports
Pharmaceutical and Medical Supplies – Procurement, Control and Distribution
Physician/Practitioner Review
Physicians – Statistical Information
Practitioner Claims – Payment Processing Policy
Professional Governing Bodies
Provincial and Federal Health Grants – Payments
Provision of Health Services
Statistical Information and Reports
Systems Security
Vaccine Distribution Program (flu, rabies, etc.)

Manuals

Issued to staff and ministry managers to provide guidelines on administrative, financial and procurement policy and procedures and OHIP program delivery. Issued to clients to assist them in obtaining special services. Issued to Ontario psychiatric hospitals and laboratory services to provide policy on finance and accounting procedures and to practitioners, group subscribers and hospitals to provide guidelines on OHIP administrative and operational policies and procedures.

Claims Assessment
Collection Procedures
Facilities – Financial/Accounting Management
Facilities – Guidelines on Financial and Accounting Matters (vocational workshops, trusteeships, bank accounts and credit cards, canteen operations, patients' money and valuables, ward inventory control)
Input Specifications – 5-1/4" Diskettes
Input Specifications – Magnetic Tape/8" Diskettes
Medical Claims Processing Guidelines (vols. 1 and 2, medical rules)
Metric (SI) Conversion for Hospitals – Guidelines
Northern Health Travel Grant
OHIP Bulletins (practitioners)
OHIP Guide for Group Administrators

Ontario Drug Benefit Plan Guidelines
 Ontario Government Pharmaceutical and Medical
 Supply Services – Client Manual and Catalogue
 (contains products available)
 Out-of-Country Claims Policy
 Out-of-Province/Out-of-Country Claims Procedure
 Payment Systems (Northern health, medical claims,
 nursing homes, OHIP premium cashing and
 refunds, Ontario Drug Benefit Plan, interprovincial
 hospital reciprocal billing, reconciliation)
 Payment for Out-of-Province Services
 Security Handbook and Manual

Freedom of Information Office

The office is responsible for implementation of the Freedom of Information and Protection of Individual Privacy Act in the ministry. This includes orientation and training of ministry staff, processing of requests, and review and implementation of confidentiality requirements under legislation.

General Classes or Types of Records

Contain general administrative and financial records and general correspondence as described in the introduction to this directory. Also contain copies of all general records access requests, responses and any appeals.

Communications and Information Branch

The branch promotes health programs and policies by providing information to the public, the media and health care providers.

General Classes or Types of Records

Contain information related to speech-writing, issues, annual reports, media memos, brochures, information packages, posters, educational materials, exhibits, advertising campaigns, and the production of displays and a wide variety of publications.

Creative Services Unit
 Public Information Requests
 Publications and Films

Community Health

The group provides a focus for Community Health Services in Ontario. It supports health units in the community; manages home care services, health service organizations and community health programs including mental health, alcohol and drug dependency programs, and the Homes for Special Care. Also responsible for detecting communicable diseases, ensuring high standards for medical laboratories and specimen collection centres, and coordinating and initiating plans and activities to promote healthy lifestyles. The group comprises: Laboratory Services Branch; Health Promotion Branch; Community Health Programs and Public Health Branch including the Chief Medical Officer of Health.

General Classes or Types of Records

Contain information on testing used in the epidemiology of communicable diseases, laboratory licensing and inspection, design of health-promotion and disease-prevention programs; longrange disease-prevention and home care programs, Health Services Organization and Community Health Centres (HSO/CHC) agreements, placement coordination, toxicology, environmental health, disease control, epidemiology programs and services, and special projects and statistics. Also includes information on programs of Community Mental Health Services, alcohol and drug dependency programs, the Homes for Special Care Programs, community mental health proposals and plans, studies and surveys, task force and committee reports, and regional and statistical data.

Approved Homes
 Approved Homes – Certification
 Area Medical Officers' Local Health Agency
 Boarding Homes – Contracts
 Chronic Disease Prevention
 Clinic Services Branch
 Communicable Diseases and Epidemiology, Returns
 and Reports
 Community Advisory Boards for Provincial Psychiatric
 Hospitals
 Community Files (by discipline)
 Community Health Activity Resources Information
 Systems
 Community Health Protection
 Community Mental Health Services Program
 Community Mental Health Services Program – Budgets
 Computerized Financial and Statistical Data
 Contingency Planning
 Dental Health Program Files and Indices
 Environmental and Occupational Health
 Environmental Assessment Reports
 Epidemiology
 Family Health Program Records
 Health of the Elderly Program
 Health Promotion Information
 Health Service Organization/Community Health
 Centres (HSO/CHC) Program
 Health Unit – Public Health Inspection Statistical Data
 Home Care Program – Correspondence and Financial
 Information
 Homes for Special Care Program
 Homes for Special Care Program – Licensing
 Homes for Special Care Program – Policy and
 Procedures
 Laboratory and Tuberculosis Sensitivity Reports
 Laboratory Licensing and Inspection
 Laboratory Reports on Dairy and Related Products
 Local Health Agencies – Budgets
 Local Health Agencies – Veterinary and Public Health,
 Public Health Engineering
 Maternal and Child Health Program
 Milk Products and Pasteurization Plants Inspection and
 Monitoring
 Monthly Licence Renewal Schedules
 Monthly Reports of Laboratory Work
 Monthly Summaries of Milk Laboratory Reports
 Northern Ontario Public Health Service Records
 (inactive file since divestment)

Nutrition Program Records
 Placement Coordination Services Program
 Public Health Education Program Records
 Public Health Engineering Records
 Public Health Interests (inspections, VD control,
 veterinary public health)
 Public Health Nursing Program Records
 Public-Interest Evaluation Reports
 Report of Notifiable Diseases to Statistics Canada
 Reproductive Care Including Perinatal
 Slaughterhouses and Meat-Processing Plants
 Special Health-Promotion Projects
 Summer Camp Licensing (inactive files since
 divestment)
 Swimming Pool Approval
 Task Forces and Project Teams
 Tuberculosis Statistics System
 Venereal Disease Clinics – Payments
 Zoonoses

Manuals

Issued to staff to provide guidelines on administrative and program policies and procedures. Issued to staff of local community and public health agencies involved in program delivery to establish local policies and assist in responding to complex issues. Issued to staff in regional public health laboratories and the central laboratory in Toronto to provide guidelines for the uniform performance of tests (procedures and reporting) and to promote recommended safety procedures. Also issued to staff to assist in maintaining quality care for residents in homes for special care, approved homes, and to provide guidelines for ministry-funded community-based mental health, alcohol and drug programs.

Administrative Policy and Procedures
 Approved Homes
 Community Health Centre Program – Guidelines and Submission Procedures
 Community Mental Health Program
 Computer-Assisted Public Health Inspection – User's Guide
 Computer-Assisted School Health Services – User's Guide
 Health Services Organization Program – Operational and Related Processes
 Laboratory Safety
 Ontario Home Care Administrative System – User's Guide
 Ontario Home Care Policies and Procedures Manual
 Ontario Home Care Program Financial Manual
 Procedures (biochemistry, clinical bacteriology, environmental bacteriology, mycobacteriology, mycology, parasitology, serology, virology)

Personal Health Services

The group provides a single focus for emergency health services in Ontario, a safe and rapid transit system to appropriate health facilities, and ensures the availability and supply of medically necessary drugs and specialized assistive devices and supplies to eligible residents. This group also serves as the ministry focus for dialogue with health care professionals and provider groups. The group comprises the Ambulance Services Branch, Drugs and

Devices Division, Emergency Health Coordination Unit and Professional Relations Branch.

General Classes or Types of Records

Contain information on the licensing of ambulance operations, telecommunications and dispatching services, contingency and disaster planning, approved emergency vehicles and equipment, legislative policy, administration, technical, operational and claims information relating to drugs, emergency response services, inspection, licensing and standards concerning the provision of emergency health care, and the acquisition, use and cost of assistive devices.

Advanced Life-Support Program
 Ambulance Fleet Management System
 Ambulance Operations – Licensing and Inspection
 Assistive Devices Program
 Central Ambulance Communication Centre (CACC) – Implementation Plans and Schedules
 Central Ambulance Communication Centre (CACC) – New Employee Orientation Program
 Claims – Land and Air
 Claims – Suppliers for Allergen/Oxygen
 Complaints – Incident Reports
 Conferences and Meetings – Committees, Associations, Societies, Colleges
 Contingency Services Program
 Disaster Planning and Emergency Response
 Drug Benefit Formulary/Comparative Drug Index – Research and Background Material
 Drug Legislation
 Drug Specifications, Testing and Procurement
 Drugs (records of drugs provided to nursing homes and homes for the aged)
 Emergency Health Services – Disaster and Contingency Planning
 Emergency Medical Care Assistant Program (EMCA)
 Emergency Medical Resources Program
 Equipment – Data and Research
 Equipment – Review and Development
 Health Service Providers
 Information Systems Development
 Manpower Planning, Development and Training
 Manufacturers Nursing Homes – Profiles
 Ontario Ambulance Service Information System (OASIS) – Call and Dispatch Reports, Annual and Semi-Annual Reports
 Operational Planning and Review
 Other Jurisdictions – Correspondence, Acts and Regulations
 Pharmacy Accounts, Participation Agreements, and Statistics
 Pharmacy Claims and Updates
 Policy, Planning and Program-Development Projects
 Program-Delivery Review
 Public Relations and Special Events
 Quality Assurance
 Telecommunications – Systems, Proposals, Research Development
 Telehealth Program
 Vehicle Data, Specifications, Research

Manuals

Issued to Ambulance Services Branch staff and to private operators to provide policies and procedures on ambulance operations, rules for dispatch, completion of reports, billing procedures for hospitals and procurement of approved equipment. A listing of publicly available drug benefits is issued to providers of the service. Administrative guidelines and operational policy and procedures manuals are issued to staff.

- Air Ambulance Services – Policy and Procedures
- Ambulance Communications Centre (CACC) – Policy and Procedures
- Ambulance Services Branch – Equipment
- Ambulance Services Branch – Financial and Administrative Policies and Procedures
- Ambulance Services Branch – Operational Directives
- Ambulance Services Branch – Policy and Procedures
- Assistive Devices Program – Manual of Administration
- Drug Benefit Formulary/Comparative Drug Index
- Drug Quality and Therapeutics Committee – Administrative Guidelines
- Emergency Care Program – Operational Directives
- Emergency Medical Care Attendant (EMCA) – Study Guide
- Emergency Patient Care
- Generic Contingency Guide
- Ontario Ambulance Service Information System (OASIS) AS5-D
- Ontario Drug Benefit Plan – Billing Guide for Pharmacists
- Ontario Drug Benefit Plan – General Guide
- Pharmacy Agreement Directives

Institutional Health

The group is responsible for the provision of institutional health care services which include developing new and alternative approaches to and policies for funding institutional care, formulating budgets for capital and operating costs, obtaining consulting services, maintaining liaison with institutions, directing the operation of the ten provincial psychiatric hospitals, providing adequate, appropriate and efficient nursinghome care, and supporting the Clarke Institute of Psychiatry, the Addiction Research Foundation, the Ontario Mental Health Foundation and the Ontario Cancer Treatment and Research Foundation. The group comprises the Teaching and Specialty Hospitals Branch, Community Hospital Branch, Psychiatric Hospitals Branch, Hospital Planning Branch and Nursing Homes Branch.

General Classes or Types of Records

Contain information on the ministry's capital program, the administration of approved project grants, and the distribution of operating funds to hospitals and related facilities. Also contain information on programs in hospitals and health care facilities, the licensing and auditing of nursing homes, and proposals and incident reports.

- Coordinators (administrative, financial and project)
- Fire Inspection – Approved Homes
- Fire Safety Consultants

- Health Care Facilities and Nursing Homes – Plans and Specifications
- Health Resources Capital Construction Fund
- Hospital Building Projects – Grants and Financial Assistance
- Interministry Committees
- Nursing Homes – Case Information (including inspections)
- Nursing Homes – Complaint Register and Reports
- Nursing Homes – Incident Reports
- Nursing Homes – Plans and Specifications
- Nursing Homes – Query System
- Physicians' Correspondence
- Proposals for Nursing-Home Beds
- Provincial Psychiatric Hospitals – Incident/Accident Reports and Analyses
- Provincial Psychiatric Hospitals – Industrial Workshop Contracts
- Provincial Psychiatric Hospitals – Preventive Maintenance, Safety and Inspection Logs
- Provincial Psychiatric Hospitals – Program Planning and Inventory
- Provincial Psychiatric Hospitals – Quality Assurance and Audit Reports
- X-Ray Installation, Inspections and Plan Location (approvals, chiropractors, dentists, clinics, hospitals, podiatrists, others)
- X-Ray Machines – Application for Ownership Registration

Manuals

Issued to provide guidelines on the operation of hospitals, construction projects, the selection of lighting and illumination levels for hospitals, control of legionellae, and environmental aspects of institutional health care facilities.

- Guide for Electrical Systems in Patient Care Areas in Hospitals
- Heating, Ventilation and Air Conditioning
- Hospitals – Operating Policy
- Hospitals – Planning
- Illumination Systems in Hospitals
- Recommendations for Control of Legionellae in Hospitals

Legal Branch

The branch provides general legal services.

General Classes or Types of Records

Contain information on health legislation, health appeals and provincial regulations.

- Health Services Appeals – Health Insurance Act
- Ministry of Health Legislation

Planning and Programs

The group is responsible for the ministry's strategic, tactical and operational planning, the development of policy for the minister, the provision of secretariat support to the ministry's management committees, the coordination of ministry health care delivery programs, including inquiry into women's

issues, the coordination of management systems and information services, the dissemination of health care data, administration of health research grants and the protection of the confidentiality of personal information. Also responsible for interprovincial and federal-provincial relations, French-language health services, and regional health care planning. The group comprises: Policy Development and Research Division; Information and Systems Division; District Health Council Program; French-Language Health Services; Health Program Coordination; and Women's Health Bureau.

General Classes or Types of Records

Contain information on district health council meetings, annual conferences of action centres, internal statistical reports, summaries of programs in other ministries, analyses of district health council reports and meetings, systems projects, requests for information, tendering records, systems development, vendor information on communications and software technology, general statistics on expenditures and utilization, bursaries and fellowships, research grants and awards, federal approval for the disbursement of funds, minutes of ministry meetings concerning policy matters and changes to regulations affecting monetary controls, policy development, corporate issues, and advice on federal-provincial and interprovincial health and women's health issues.

- Action Centres – Conference Reports on District Health Councils Statistics
- Analysis of Alternate Payment Arrangements – OHIP
- Annual Return of Hospitals, Facilities and Services
- Awards, Bursaries and Grants – Administration
- Cabinet Committee on Social Policy – Meetings
- Community Mental Health Services – Annual Report
- Computer Systems – Documentation
- District Health Councils – Area Health Services Committees Documentation
- District Health Councils – Area Planning Coordinators
- Estimates and Actual Resources System
- External Appraisers of Research Applications – Registry
- Health Care Systems Research Grants – Registry
- Health Care Systems Research Review Committee – Minutes
- Health Disciplines Coordination
- Health Research Personnel Awards – Register
- Health Research Personnel Committee – Minutes
- Hospitals and Facilities Rated – Bed Capacity
- Incentive Grants – Applications and Agreements by Discipline
- Labour, Material and Supervision (LMS) – Studies
- Manpower Committee (health disciplines) Files
- Medical Consents – Proposed Legislation
- Ontario Medical Association (OMA) – Retrospective Study on Fee Schedules
- Projects (health-related information requests, health care delivery systems, computer and general systems, health manpower services)
- Research Grants Review Committee – Lists
- Special Studies and Reports
- Statistical Reports and Tabulations (OHIP enrolment, etc.)
- Technology, Software and Telecommunication Vendors

Manuals

Issued to staff to provide policies and procedures governing district health councils, guidelines and procedures for addressing requests for personal information, and guidance on administrative and operational policies and procedures.

- Assessment of Research Applications – Guidelines
- Corporate Policy and Procedures
- District Health Councils – Administration
- Health Research and Development Grants – Brochure
- Incentive Grant Agreement – Physiotherapy Undertaking
- Information Resources and Services Branch – Confidentiality Procedures
- Information and Systems Division (MSB) – Policy and Procedures
- Mobile Dental Coach Program – Policy and Procedures
- Physiotherapy Bursary Program – First and Second Bursaries
- Research Grants Review Committees – Procedures

Task Force on the Implementation of Midwifery

The task force examines and makes recommendations to the Minister of Health and the Minister of Colleges and Universities on the education of and practice arrangements for midwives in Ontario.

General Classes or Types of Records

Contain information on administration and information required to carry out specific projects and studies.

- Background Documentation – Historical Descriptive Papers of Midwifery in Ontario and Other Jurisdictions
- Briefs and Submissions to the Task Force
- Fact-Finding Trips and Public Hearings (October 1986) of Task Force Members – Report
- Midwifery Education and Practice in Other Jurisdictions
- Statistical Data – Ontario and Elsewhere

Psychiatric Patient Advocate Office

The office provides advocacy services to inpatients in provincial psychiatric hospitals and rights advice to those inpatients whose legal status has been changed or incompetency determined under the Mental Health Act.

General Classes or Types of Records

Contain administration and policy records, information relating to community and advisory groups, and workshops and conferences held by the office.

- Associations, Boards and Committees
- Workshop Background Papers

Affiliated Agencies

Advisory Committee on Genetic Services

The committee examines and makes recommendations on genetic services, rationalization and coordination of services, access to quality care, staffing requirements, and financing.

General Classes or Types of Records

Contain information on hospital and outreach clinical services, staff and budgets relating to genetic services. All records are maintained by the ministry.

Advisory Committee on Inborn Errors of Metabolism

The committee provides advice on newborn screening, case findings, and diagnoses and treatment programs for children with inborn errors of metabolism. It makes recommendations on programs for the prevention of mental retardation.

General Classes or Types of Records

Contain information on diagnosis and treatment programs for children with inborn errors of metabolism.

National Food Bank Information on Special Diets for Children with Inborn Errors of Metabolism

Manuals

Issued to assist hospital staff, physicians and regional consultants to assist in implementing newborn screening programs.

Revised Guidelines for Newborn Screening for Phenylketonuria and Congenital Hypothyroidism.

Assistive Devices Advisory Committee

The committee is responsible for policy development and service delivery for the Assistive Devices Program which pays approximately 75 percent of the cost of selected and prescribed medical equipment and supplies.

General Classes or Types of Records

Contain information on the activities of the committee.

Advisory Committee and Sub-Committee Minutes

Chiropody (Podiatry) Review Committee

The committee makes recommendations to the general manager of the health insurance division on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Chiropractic Review Committee

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Dentistry Review Committee

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Denture Therapists Appeal Board

The board hears appeals of decisions made by the Governing Board of Denture Therapists concerning the registration of members and complaints from members or the public.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Drug Quality and Therapeutics Committee

The committee provides expert advice to the minister on medical, pharmaceutical, pharmacological and related matters. It recommends drugs for listing in the Ontario Drug Benefit Formulary and suggests products which should be legally interchangeable. The Drug Programs Branch of the ministry provides administrative support to the committee.

General Classes or Types of Records

Contain minutes of meetings, proposals for policy, evaluations and recommendations, reports on technical and clinical data obtained from drug manufacturers and product submissions for listing in the Ontario Drug Benefit Formulary. All records are maintained by the ministry.

Manuals

Issued to members of the committee by the Drug Programs Branch.

Drug Quality and Therapeutics Committee
Administrative Guidelines

Funeral Services Review Board

The board hears appeals of decisions made by the Board of Funeral Services concerning the registration of members and complaints from members or the public.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Healing Arts Radiation Protection (HARP) Commission

The commission oversees matters pertinent to the Healing Arts Radiation Protection Act, advises the minister on x-ray safety, and approves courses.

General Classes or Types of Records

Contain minutes of the HARP Commission and the various advisory committees, and documentation of business covered in the minutes.

Advisory Committees (chiroprody (podiatry), chiropractic dentistry, medical radiology, physics, radiological technology) – Minutes
HARP Commission – Minutes

Manuals

Issued to provide guidelines for radiation-technology users.

Healing Arts Radiation Protection Guidelines

Health Care Systems Research Review Committee

The committee reviews applications for research projects related to the organization of health services and the evaluation of health care in Ontario and makes recommendations on the scientific merit and relevance of such projects according to established ministry criteria.

General Classes or Types of Records

Contain general administration records on applications for research projects and procedures for reviewing these as described in the introduction to this section. All records are maintained by the ministry.

Health Disciplines Board

The board hears appeals of decisions made by the College of Physicians and Surgeons, the Royal College of Dental Surgeons, the College of Nurses, the College of Optometrists and the College of Pharmacists concerning the registration of and complaints against members.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Health Facilities Appeal Board

The board holds hearings under the Ambulance Act, the Private Hospitals Act, the Health Facilities Special Orders Act, and the Healing Arts Radiation Protection Act.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Health Protection Appeal Board

The board hears appeals of orders of medical officers of health and public health inspectors under the Health Protection and Promotion Act and the Immunization of School Pupils Act.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Health Research Personnel Committee

The committee reviews applications for health research personnel development awards and makes recommendations on excellence and suitability for awards according to established ministry criteria.

General Classes or Types of Records

Contain general administration records on applications and procedures for reviewing them as described in the introduction to this directory. All records are maintained by the ministry.

Health Services Appeal Board

The board hears appeals of decisions made by the general manager of OHIP concerning practitioners' billing practices, payment of subscribers' claims, and requests for enrolment or continued enrolment. It conducts reviews under the authority of the Health Care Accessibility Act (s.5).

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Hospital Appeal Board

The board hears appeals of decisions made by hospital boards concerning the appointment of medical staff.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Laboratory Review Board

Under the authority of the Laboratory and Specimen Collection Centre Licensing Act, the board reviews proposals to refuse, suspend, revoke or impose conditions on laboratory licences.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Lieutenant Governor's Board of Review

Within six months of issue and annually thereafter, the board reviews all Lieutenant Governor's warrants served for the involuntary confinement of psychiatric patients.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Medical Eligibility Committee – Health Insurance

The committee reviews disputes concerning decisions of the general manager of OHIP on the medical necessity of a hospital or health facility service. The committee recommends whether or not the general manager should order payment for such service. The Professional Services Branch of OHIP provides secretariat services to the committee.

General Classes or Types of Records

Contain information on policy and procedures for hearing disputes and the administration of the committee.

Appeals Processing and Procedures
Committee Membership

Memorandum of Understanding of Members of Committee

Medical Review Committee – Health Insurance

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Nursing Homes Review Board

As authorized by the Nursing Homes Act, the board holds hearings concerning licence disputes, and reviews decisions affecting nursing homes under the Health Facilities Special Orders Act.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Optometry Review Committee

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Osteopathy Review Committee

Responsible for recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and for reporting on other referrals.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Professional Services Management Committee

The committee contracts qualified medical and dental practitioners and determines their salaries and terms of employment.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Review Board Under the Mental Health Act

The board holds hearings and reviews concerning patients of psychiatric facilities.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Access

Freedom of Information and Privacy Coordinator
Ministry of Health
10th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1R3
Telephone: (416) 965-3550



A public reading room for the review of manuals and other information is open during regular office hours on the first floor at 15 Overlea Boulevard, Toronto.

Ministry of Housing

Head

Minister of Housing
10th Floor, 777 Bay Street
Toronto, Ontario
M5G 2E5
Telephone: (416) 585-7111

Mandate

The Ministry of Housing is responsible for developing strategies to meet the need for affordable housing while encouraging the conservation of existing accommodation. Through the Ontario Housing Corporation, it provides rent-geared-to-income housing for low- and moderate-income households. The ministry also promotes residential construction and renovation in the private sector; assumes responsibility for the administration of rent-review legislation and the rent registry; and ensures safe and efficient building in Ontario.

Organization

The ministry is organized into four wings – Social Housing, Housing Policy, Buildings Program, and Corporate Resources. There is also the Housing Advocacy Task Force.

Divisions

Corporate Resources Management Wing

Provides administrative and financial services for the ministry and its Crown corporations as well as services for the Ministry of Municipal Affairs. Services include corporate policy and planning, operations review and audit, legal services, supply and office services, information technology, corporate and agency services, human resources services, financial services and employment equity services.

General Classes or Types of Records

Contain information on general administrative and financial matters of the ministry and its Crown corporations including internal audit, personnel policies and procedures, employment equity program, and information relating to the portfolio responsibilities of the deputy minister.

Corporate Planning (strategic planning, research, analysis, Cabinet and Management Board submissions, minutes and resource/results planning)
Financial Material
Minutes (Crown corporations and advisory committees)

Manuals

Issued to managers to provide direction on administrative, financial, personnel and policies procedures.

Accounting Procedures, Research and Development Administration
Collective Agreement
Crown Employee Personnel
Employment Equity
Human Resources Procedures
Office of the Treasury

Social Housing Wing

In cooperation with other ministries and levels of government, the private sector, and non-profit and cooperative housing groups, the Social Housing Wing responds to the need for socially assisted housing in Ontario and ensures that low- and modest-income households have access to affordable housing. It develops policies and programs covering all aspects of this market (e.g., policy, funding and operational policy for non-profit programs, the public housing stock of the Ontario Housing Corporation, and homelessness initiatives). The field organization of the Social Housing Wing delivers a broad range of ministry-assisted and private market programs.

General Classes or Types of Records

Contain information on social-housing policies and a range of housing activities and programs.

Building Project Files (structures and drawings)
Committees, Commissions, Federations and Associations
Energy Systems and Conservation Materials, Technical Support
Housing Development Files
Housing Policy and Directives
Program Administration (Convert-to-Rent, municipal non-profit, Ontario Community Housing Assistance Program, Federal-Provincial Non-Profit Program, Rent Supplement Program, Low-Rise Rehabilitation Program, Ontario Home Renewal Plan)
Safety and Security Research and Guidelines
Technical Standards and Guidelines (development, conservation, maintenance and operation of modest housing)

Manuals

Issued to managers to provide guidelines on the administration of housing projects and programs.

Non-Profit Housing Project Development
Program Administration
Technical Guides and Manuals (conservation, maintenance of nonprofit, social housing)

Housing Policy Wing

Develops policy, strategic recommendations and programs to encourage and facilitate the supply of affordable and adequate rental and ownership housing in Ontario, including new construction, rehabilitation and more efficient utilization of the existing housing stock. The wing also implements the Residential Rent Regulation Act by resolving applications for rent review and related matters filed by landlords and

tenants, advising the public on all residential tenancy matters, developing policy on rent review issues, administering the residential rent registry, and reviewing and recommending appropriate action concerning applications for exemptions under the Rental Housing Protection Act.

General Classes or Types of Records

Contain information on maintenance, preservation programs and housing programs and initiatives. Also contain information relating to the administration of residential rent regulation legislation, the operations of the rent registry, the control of demolitions and conversions and associated policy education programs.

- Administration – Regional and Local
- Administration – Rental Housing Protection Act
- Applications under the Residential Rent Regulation Act, 1986
- Demonstration and Pilot Projects
- Education and Training
- Financial and Technical
- Housing Project Administration (Add-a-Unit, Granny Flats, Home Planning Advisory Services, Home Sharing, Municipal Building Profile Program, Neighbours, Property Management Support Programs, Senior Equity Cooperative Project, Seniors' Retirement Community)
- Housing Research Projects and Statistics
- Residential Rental Unit Formation (Rent Registry)

Manuals

Issued to assist managers and staff in administering housing supply initiatives and residential rent regulation legislation.

- Administration
- Education
- Rent Review Operating Guide

Buildings Program Wing

This wing is comprised of the Building Industry Secretariat and the Ontario Buildings Branch. The Building Secretariat administers the Building Industry Strategy, a comprehensive program designed to strengthen all facets of the Ontario building industry. The strategy is intended to streamline regulations, expand market opportunities, improve productivity, increase cooperation and awareness, and examine the feasibility of establishing a permanent, world-class building centre. The Ontario Buildings Branch is responsible for research, policy development and education programs related to building regulations and inspections, and administration of building regulations. It also provides advice and support services to municipal inspectors and users of the building and plumbing codes.

General Classes or Types of Records

Contain information on the administration of the Ontario Building Code, the Building Code Commission and the Building Industry Strategy Board. Also contain statistics relating to and correspondence with the building industry.

- Administration of Building Code and Research
- Administration of Building Code Commission
- Building Industry Correspondence
- Building Industry Issues and Statistics
- Building Industry Strategy Board Administration (see Affiliated Agencies – Building Industry Strategy Board)
- Demonstration and Pilot Projects
- Education and Training/Codes and Regulations

Manuals

Contain information relating to the Ontario Building Code.

- Administration
- Education
- Guide and Illustrations for Part 3 of the Ontario Building Code
- Guide and Illustrations for Part 9 of the Ontario Building Code
- Ontario Building Code
- Plumbing Code
- Training

Housing Advocacy Task Force

The Housing Advocacy Task Force has two distinct functions: to implement the Housing First policy regarding the use of surplus government lands; and, through housing partnerships and coalitions, to foster and optimise the ministry's relationships with municipalities, non-profit organizations, and the private sector. The Task Force will also be working jointly with the ministry's social housing program wing to strengthen the management and organizational abilities of the non-profit and cooperative housing sector to ensure its capacity to take on increased housing production responsibilities.

General Classes or Types of Records

Contain information relating to potential affordable housing projects.

- Government Land Holdings
- Interventions – Municipalities, Non-Profit Organizations

Affiliated Agencies

Building Code Commission Building Materials Evaluation Commission

The Building Code Commission resolves disputes regarding the interpretation of the technical requirements of the building code. The Buildings Materials Evaluation Commission examines, researches, and authorizes materials, techniques and building design where no criteria are set out in the code.

General Classes or Types of Records

Contain information on commission hearings, authorizations for the use of innovative materials and techniques, and

research documentation (e.g., test data and specifications) relating to the above.

Applications to the Building Code Commission
Applications to the Building Materials Evaluation Commission
Research Material – Techniques and Building Design

Building Industry Strategy Board

The Building Industry Strategy Board implements the Building Industry Strategy. The goals of the strategy are to revitalize all sectors of Ontario's building industry by establishing new markets, improving productivity, increasing cooperation and awareness, streamlining regulations, and examining the feasibility of establishing a permanent, world-class building industry centre. The strategy is administered by the Building Industry Secretariat.

General Classes or Types of Records

Contain research and analysis required to make recommendations that will contribute to the growth and development of the building industry, establish new markets, facilitate performance improvements, and guide the regulatory reform process.

Business Plan
Building Industry Strategy
Construction Information Database
Research Studies
Review of Activities
Strategies for Communication, Education and Training,
Market Development, Productivity

Ontario Housing Corporation (and Local Housing Authorities)

The Ontario Housing Corporation provides and manages, through the local housing authorities, rent-geared-to-income on the basis of need for households with and without children and senior citizens.

General Classes or Types of Records

Contain information on the administration and management of the social housing portfolio and on the administration of the Rent Supplement Program.

Administration
Elevator Services
Housing Authority and Corporate Budgets
Housing Authority Files
Operational and Technical Standards
Rent Supplement Administration

Manuals

Issued to managers and local housing authorities to assist in the administration of social-housing agencies.

Community Relations
Housing Authority Administration and Ontario Housing Corporation Technical Standards
Operating Procedures

Rent Review Hearings Board

The Rent Review Hearings Board is a quasi-judicial body reporting to the minister. The board hears appeals from landlords or tenants who are dissatisfied with decisions resulting from the administrative review process.

General Classes or Types of Records

Contain information relating to the administration of the board and hearing files for appeals of a minister's order by a landlord or a tenant.

Appeal Process
Policy and Procedure Development

Residential Rental Standards Board

The board makes recommendations on the appropriate maintenance and occupancy standards for residential rental properties and on procedures for the administration and enforcement of standards. In cases where non-compliance with standards affects life, health or safety, the board will report to the minister and this may result in a rent penalty.

General Classes or Types of Records

Contain information relating to research and analysis required to establish long-term procedures to maintain residential rental properties at or above a minimum level of adequacy. Also contain information relating to cases in which non-compliance with standards affects the life, health or safety of occupants.

Residential Tenancy Commission

The Residential Tenancy Commission administers the Residential Tenancies Act which has been repealed. However, the commission will continue to hear proceedings commenced under that act prior to December 31, 1986, as well as deal with appeals made to higher courts for decision and returned to the commission for further action as instructed by the courts.

General Classes or Types of Records

Contain information relating to the management of the commission, legislation, legal opinions, investigations and prosecutions, the application process, the appeal process, administration and technical services.

Appeal Process
Applications for Rent Review/Reduction/Rebate
Customer Relations
Financial
Legal
Mediation

Manuals

Issued to commissioners to assist in interpreting the Residential Tenancies Act and related information, and to provide procedures for processing applications and public relations.

Application Processing
Residential Tenancy Commission Guidelines

Access

Coordinator
Freedom of Information and Privacy
Corporate and Agency Services
2nd Floor, 777 Bay Street
Toronto, Ontario
M5G 2E5
Telephone: (416) 585-7663



A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 777 Bay Street, Toronto.

Humber College of Applied Arts and Technology

Head

Chairman, Board of Governors
Humber College of Applied Arts and Technology
205 Humber College Boulevard
Etobicoke, Ontario
M9W 5L7
Telephone: (416) 675-3111

Mandate

Humber College offers a wide range of diploma, certificate and continuing education programs to provide students with the skills needed in business, technology, health sciences, human services, applied arts, hospitality, tourism and other areas. The college specifically serves the communities of Etobicoke and York as well as meeting the diverse educational needs of other communities in Ontario.

Organization

Humber College is governed by a Board of Governors and is comprised of five major divisions: Board of Governors, Office of the President, Academic, Administrative, and Educational and Faculty Services. The administrative offices are on the main campus located at 205 Humber College Boulevard in Etobicoke, with eight campuses at other locations in Etobicoke and York.

Divisions

Board of Governors

The Board of Governors sets policy and corporate objectives for the college and provides direction for the interpretation of objectives and policies.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

- Bylaws
- Minutes of Board and Standing Committees
- Policies

Office of the President

Reporting to the Board of Governors, the President is responsible for overall policy development, strategic direction and administration of the college. The Academic, Administrative, and Educational and Faculty Services Divisions report to the President.

General Classes or Types of Records

Contain information on the management of the college, the coordination of fundraising activities, the provision of information to the public on college affairs and the college's international training and development projects.

Academic

This division provides full- and part-time diploma, certificate and continuing education programs. The following departments report to the Vice-President, Academic: Technology, Health Sciences, Business, Hospitality and Tourism, and Applied and Creative Arts. The division also administers government-sponsored employment and skills/academic upgrading programs such as Ontario Basic Skills and FUTURES.

General Classes or Types of records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs and the administration of government-sponsored programs.

Administrative

This division is responsible for the effective management and delivery of support services for the administration of the college. The following departments report to the Vice-President, Administration: Personnel, Finance, Student Residence, Physical Resources, Registrar, Legal Services, Campus Bookstore, Food Services, Security and Safety.

General Classes or Types of Records

Contain operational records common to community colleges relating to the enrolment and registration of students, as well as general administration records, as described in the introduction to this directory.

Manuals

Issued to all administrative staff to provide policies on finance, purchasing and personnel functions.

Humber College Administrative Policies and Procedures

Educational and Faculty Services

This division provides a variety of support services to faculty and students. The following departments report directly to the Vice-President, Educational and Faculty Services: Counselling, Placement, Student Life, Learning Resource Centre, Human Studies and Professional Development.

General Classes or Types of Records

Contain operational records common to community college relating to the provision of student services (as listed above) as well as general administration records listed in the introduction to this directory.

Access

Freedom of Information and Privacy Coordinator
Humber College of Applied Arts and Technology
205 Humber College Boulevard
Etobicoke, Ontario
M9W 5L7
Telephone: (416) 675-3111, ext. 4520

A public reading room for the review of manuals and other information is open during regular office hours in the library at the North Campus, Room E202, Humber College Boulevard, Etobicoke.

Ministry of Industry, Trade and Technology

Head

Minister of Industry, Trade and Technology
8th Floor, Hearst Block
900 Bay Street
Toronto, Ontario
M7A 2E1
Telephone: (416) 965-1617

Mandate

The ministry encourages the growth and international competitiveness of domestic businesses; promotes and assists the formation of small businesses and the development of service-sector enterprises; promotes domestic and foreign investment in Ontario; draws companies into exporting; supports and develops trade; and encourages the introduction and application of new technology.

Organization

The ministry is organized into five divisions, 19 branches/secretariats and a number of affiliated agencies. The general public and the business sector are served through 14 domestic and 14 international offices and the Jiangsu China Ontario Canada Science and Technology Centre.

Divisions

Communications Branch

The branch communicates the ministry's mandate, programs and services to a wide range of domestic and international markets, including the people of Ontario in general, the business community, investors and buyers.

General Classes or Types of Records

Contain information required to provide promotional, editorial and general enquiry support for ministry programs and services.

Editorial and Public Information
Industrial Achievement Awards
Publicity Mailing Lists
Selected Media Electronic File

Legal Services Branch

The branch provides general legal and counsel services to the ministry and its agencies.

General Classes or Types of Records

Contain information dealing with legislation and legislative acts related to the ministry as well as advice provided to program and support branches and to the ministry's agencies.

Legal Documents (sealed)
Loan Agreements

Premier's Council Secretariat

The Premier's Council Secretariat supports the activities of the Premier's Council whose mandate is to develop and recommend long-term economic strategies for industrial and technological development in Ontario and to coordinate the operation of the government's Technology Fund.

General Classes or Types of Records

Contain information related to the administration and coordination of the activities of the Premier's Council.

Centres of Entrepreneurship
Centres of Excellence
Council Activity Reports
Council Minutes and Materials
University Research Incentive Fund

Premier's Council Technology Fund Secretariat

The Technology Fund offers financial assistance to Ontario corporations, research organizations, post-secondary institutions and government ministries for the stimulation of joint ventures in research, development, and technology applications in areas of strategic importance that will enhance the long-term competitiveness of Ontario industry.

General Classes or Types of Records

Contain information related to the Technology Fund and Centres of Excellence proposals, proponents, and the administration of program funds.

Centres of Excellence Proposals
Fund Proponent Information
Industry Research Program Proposals
Proposal Evaluations
Technology Fund Financial Status Reports

Employment Equity Program

Plans, develops, and coordinates the Employment Equity Program within the ministry.

General Classes or Types of Records

Contain general records as described in the introduction to this directory.

Administration Division

The division provides ministry management and operational planning and review services, budgeting and financial systems, personnel services, systems development, management and audit services to the operating programs of the ministry and to some of its agencies. Certain administrative services are also provided to the operating programs and to some agencies of the Ministry of Tourism and Recreation.

General Classes or Types of Records

Contain information on general administrative and financial matters, personnel policies and procedures, automated office systems and the ministry's financial and resource plan. In addition to the general administration records described in the introduction, the division and its branches maintain the following information.

- Business Incentive Agreements
- Company Profiles, Manufacturers, Exporters and Investors

Manuals

A detailed procedures manual is available to all staff.

- Ministry Administration Manual

Industry and Trade Expansion Division

The division encourages the growth of productive employment and investment by expanding domestic and international trade, promoting investment opportunities and strengthening the province's international competitiveness by providing a wide range of consulting and information services to business and institutions.

General Classes or Types of Records

Contain information on foreign and domestic industrial investment, assistance to entrepreneurs immigrating to Ontario, export marketing, and trade with foreign countries.

- Company Mergers and Acquisitions
- Export Forums, Seminars and Presentations
- Export Managers for Hire
- Foreign Market Profiles by Country
- Immigrants Skilled-Labour Employment
- Incoming Agents, Distributors and Buyers
- Industrial Development (municipal profiles)
- Industrial Development (regional reports)
- Industrial Investment (domestic and foreign)
- International Marketing Intern Program
- International Trade Fairs and Exhibitions
- Investment Canada Clients
- Market Planning
- Ministry Client Companies
- New Plant/Plant Expansion Database
- Program Delivery Information System
- Tariff Information
- Trade Expansion Fund
- Trade Missions
- Trade Research and Statistics

Small Business, Services and Capital Projects Division

The division stimulates employment and income opportunities through the effective development of Ontario's manufacturing and service-sector businesses, acting as an advocate for small business and services within government and providing advice and counsel in the development of and assistance for large-scale capital projects within the province.

General Classes or Types of Records

Contain information on manufacturing, services, marketing and product development opportunities available through ministry and Ontario government assistance programs, as well as those from other jurisdictions.

- Ministry Client Companies
- Ontario Inventors, Products and Processes Promotion
- Service Sector Industry Profiles
- Small Business Advocacy Policies and General Information
- Small Business Management
- Small Business Seminars

Policy and Technology Division

The division is responsible for the planning and coordination of industrial, trade and technology policies for Ontario. It develops policies and programs to improve the growth and competitiveness of Ontario industries and foster regional industrial development and community economic adjustment. The division coordinates the administrative and financial requirements of the Technology Centres and Innovation Centres.

General Classes or Types of Records

Contain information on the development of ministry policy, programs and strategic planning, and research and evaluation of technology advancement for Ontario industry.

- Advanced Technology Studies and Marketing
- Economic Forecasts and Statistical Data
- Industrial Investment (domestic and foreign)
- Policies (industrial, innovation and technology, ministerial, science and trade)
- Policy Issues and Background Information
- Science and Technology Strategy
- Technology Centre Operations

Northern Industry Division

The division acts as an advocate of industry in northern Ontario to boost economic activity in the region. It introduces and implements new initiatives designed to expand opportunities for employment and investment and coordinates programs with other ministries in the Ontario and federal governments.

General Classes or Types of Records

Contain general records as described in the introduction to this directory.

Affiliated Agencies

Innovation Ontario Corporation

Innovation Ontario Corporation offers financial and other assistance for new technology projects that have commercial potential but are not yet sufficiently developed to attract the established venture-capital investor.

General Classes or Types of Records

Contain information related to venture-capital investment to Ontario manufacturers for the development, manufacturing and marketing of innovative products.

Technology Advancement Proposals and Investments

Ontario Development Corporation Eastern Ontario Development Corporation Northern Ontario Development Corporation

The three development corporations assist in and encourage the development and diversification of Ontario industry and tourism by providing financial assistance, sites, facilities and services in two industrial parks, and technical, business and financial information and advice.

General Classes or Types of Records

Contain information on approval, disbursement and administration of loans to Ontario industry and tourism facilities as well as administration of the two industrial parks.

Client Insurance
Financial Advice and Services
Industrial Park Maintenance and Leases
Loan Cases (industry, small business, tourism and export support)

Manuals

Issued to agency staff.

Industrial Parks Procedures

Ontario International Corporation (OIC)

The OIC markets Ontario's public- and private-sector expertise internationally in major capital development projects; helps coordinate consulting, technical and educational training packages with appropriate Ontario businesses by acting as a government-to-government contact in foreign markets; and promotes and supports the marketing of Ontario government expertise and systems internationally.

General Classes or Types of Records

Contain information on resources available for, and in the marketing of, Ontario consultants, teachers and systems as

well as on the coordination of international capital-development projects.

Country Economic and Industrial Profiles
International Capital Projects and Proposals
International Projects Fund
OIC Client Companies
Ontario Education Resources and Expertise Profiles

Access

Freedom of Information and Privacy Coordinator
Ministry of Industry, Trade and Technology
Information Centre
3rd Floor, Hearst Block
900 Bay Street
Toronto, Ontario
M7A 2E1
Telephone: (416) 965-3365



A public reading room for the review of manuals and other information is open during regular office hours on the third floor of the Hearst Block, 900 Bay Street, Toronto.

Ministry of Intergovernmental Affairs

Head

Minister of Intergovernmental Affairs
6th floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1C2
Telephone: (416) 965-1020

Mandate

The Ministry of Intergovernmental Affairs identifies and advances Ontario's interests and relations with the Government of Canada, the governments of the other provinces and territories and with foreign governments and their representatives in Ontario. In doing this, the ministry provides advice to the government on the conduct of Ontario's relations with other governments and on major intergovernmental issues; provides the government with a wide range of information on intergovernmental events, and activities in and beyond Canada; provides a number of services to other ministries including assisting them in the conduct of their relations with other governments; and undertakes a number of specific activities, such as arranging Royal and other major visits.

Organization

The ministry consists of five units: Federal-Provincial Relations; Communications; International Relations; Office of Protocol; and Planning and Management Group. The ministry has staff in Ottawa, Quebec City, Paris, Tokyo and Frankfurt. The Ministry of Treasury and Economics provides some administrative services including personnel, accounting and purchasing services.

Divisions

Federal-Provincial Relations Branch

Provides advice to the government on broad corporate policy and procedures covering all aspects of Ontario's relations with the federal government and with other provinces and territories, as well as advice on specific issues and activities with a significant federal-provincial and interprovincial component. In addition, the branch coordinates Ontario's participation in major federal-provincial and interprovincial meetings and conferences such as First Ministers' Conferences and the annual Premiers' Conference; advises ministries on their relations with other governments within Canada; and manages Ontario's offices in Ottawa and Quebec City.

General Classes or Types of Records

Contain general policy and background material on federal-provincial and interprovincial matters, forums, and Ontario's offices in Ottawa and Quebec City.

Background Papers
Current Issue Items
Federal-Provincial Agreements
First Ministers' and Premiers' Conferences
General Policy Material
Interprovincial Agreements
Ontario-Quebec Commission for Cooperation
Ottawa and Quebec Offices – Records
Policy Advice

Communications Branch

Coordinates media services, communications planning and services for ministry and major government-wide events such as Royal visits.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. Also contain information on official visits to the province and on the federal and provincial governments.

Biographies and Cabinet Lists
Photographic Records of Visits

International Relations Branch

Provides information and advice to the Government of Ontario on international events that may have an impact on the province, and identifies and advances Ontario's interests in the context of relations with federal departments responsible for international affairs, foreign countries and their diplomatic representatives in Canada and consular representatives in Ontario, and subnational foreign jurisdictions and international organizations. The branch also manages Ontario's International Disaster Relief Program including the International Disaster Relief Fund and provides overall direction to Ontario's twinning arrangement with the province of Jiangsu, China.

General Classes or Types of Records

Contain general policy and background material on international relations, the International Disaster Relief Fund, and twinning with the province of Jiangsu, People's Republic of China.

Background Papers
General Policy Material
International Disaster Relief Fund
Policy Advice
Twinning with Jiangsu, People's Republic of China

Office of Protocol

Provides operational, management and advisory services in organizing visits of dignitaries, public events, government

conferences and hospitality functions. Handles arrangements for all official visits to Ontario; administers the Government Hospitality Fund; and maintains liaison with diplomatic and consular representatives in Ontario. The Ontario Honours and Awards Secretariat is part of this branch.

General Classes and Types of Information

Contain information relating to the Consular/Diplomatic Corps, official visits and events, the Ontario Government Hospitality Fund, the Ontario Honours and Awards Secretariat and specific protocol concerns.

- Ceremonies
- Conferences
- Consular/Diplomatic Corps
- Information on Protocol
- Ontario Government Hospitality Fund
- Ontario Honours and Awards
- Public Events
- Royal/State/VIP Visits

Planning and Management Group

Coordinates the planning and allocation of ministry resources; prepares the ministry's estimates; monitors and reports on expenditures, human-resource policies, and information technology. Responsible for strategic planning in the ministry and for providing guidance on the impact and implementation of government-wide management policies and programs.

General Classes and Types of Information

Contain general administration records as described in the introduction to this directory.

Affiliated Agencies

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory. All records are maintained by the ministry.

Province of Ontario Medal for Firefighters' Bravery Advisory Council

Selects recipients annually for the Province of Ontario Medal for Firefighters' Bravery.

Province of Ontario Medal for Good Citizenship Advisory Council

Selects recipients annually for the Province of Ontario Medal for Good Citizenship.

Province of Ontario Medal for Police Bravery Advisory Council

Selects recipients annually for the Province of Ontario Medal for Police Bravery.

Province of Ontario Medal for the Order of Ontario Advisory Council

Recommends recipients annually for the Order of Ontario.

Access

Freedom of Information and Privacy Officer
Communications Branch
Ministry of Intergovernmental Affairs
6th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1C2
Telephone: (416) 965-4706



A public reading room for the review of manuals and other information is open during regular office hours on the sixth floor of the Mowat Block, 900 Bay Street, Toronto.

Ministry of Labour

Head

Minister of Labour
14th Floor, 400 University Avenue
Toronto, Ontario
M7A 1T7
Telephone: (416) 965-4101

Mandate

The Ministry of Labour serves employees and employers by promoting sound industrial relations, safe working conditions and equality of treatment in employment. Its programs are concerned with the rights and responsibilities of the individual worker and the obligations of management and labour, and ensuring health and safety in the work place. The ministry is assisted in its work by a range of specialized agencies, boards and commissions including the Workers' Compensation Appeals Tribunal, the Ontario Labour Relations Board, the Quality of Working Life Centre, the Advisory Council on Occupational Health and Occupational Safety, and the Pay Equity Commission.

Organization

The ministry's head office is in Toronto. The ministry is organized into four divisions, 26 branches, including six programs that report directly to the deputy minister and 10 agencies, boards and commissions. Programs are administered and the public is served directly by head office and 18 district offices throughout the province.

Divisions

Deputy Minister's Office

Reporting to the Deputy Minister's Office is the Legal Branch which provides legal services, to the ministry and conducts ministry prosecutions for the Crown. Also reporting to the Deputy Minister's Office is the Communications Branch. Other programs reporting to the Deputy Minister's Office are the Office of the Science Policy Adviser which provides advice to the deputy minister on existing and emerging issues in occupational and environmental health and safety; the Office of the Coordinator of Language Services which coordinates the implementation of the French Language Services Act within the ministry, ensuring effective delivery of French-language services to the public; and the Office of the Director of Appeals which hears appeals under section 32 of the Occupational Health and Safety Act.

General Classes or Types of Records

Contain information on regulations, prosecutions under the Occupational Health and Safety Act and the Employment Standards Act, civil litigation handled by Legal Services, litigation handled externally, and general administration and

procedures. Also contain communications materials and news releases, information on activities of the Science Policy Adviser (e.g., reports and correspondence), French Languages Services implementation plans and related information for all branches of the ministry and its agencies, boards and commissions.

Quality of Working Life Centre

The Quality of Working Life (QWL) Centre is responsible to the Minister's Office. Its purpose is to promote and support the enhancement of the quality of working life of the people of Ontario through the initiation, implementation and monitoring of QWL projects in joint union-management settings, the education and training of individuals and organizations in quality of working life approaches, and the dissemination of written material. The Quality of Working Life Centre ceased to operate as of August 31, 1988.

General Classes or Types of Records

Contain information relating to various companies and unions and their involvement with the QWL Centre.

Project Files – Quality of Working Life Centre

Finance and Administration Division

Provides administrative support (e.g., financial management and analysis, administrative operations, internal audit, human resources, information technology and systems, and ministry library and information services) to the ministry's operating branches. Reporting to the Executive Director, the Information and Privacy Office coordinates ministry compliance with the Freedom of Information and Protection of Privacy legislation. Responsibilities of the Office of Management Improvement include organizational design and coordination of Opportunities for Development and Sunset Review initiatives.

General Classes or Types of Records

Contain general administrative information including financial budget, support services, personnel policies and procedures, communications materials and news releases, data-processing systems and ministry library holdings.

Financial Records (enforcement of Employment Standards Act)

Ministry of Labour Library Catalogue

Manuals

Issued to management staff to provide details of policy and procedures (staff relations, staff development and training, appraisals and enhancement of staff performance, and travel and moving expenses). Issued to ministry library staff to provide operating procedures for all library services.

Attendance Improvement
Library Procedures
Performance Appraisal
Policy and Procedures
Staff Development and Training
Staff Relations
Travel and Moving Expenses

Industrial Relations Division

The division promotes harmonious relations between employees and employers to help create and sustain a stable labour-management climate in the province. It pursues this objective through the Office of Mediation, the Office of Arbitration and the Office of Collective Bargaining Information.

General Classes or Types of Records

Contain information on labour-management relations issues, the certification process, and reports, statistics and case studies relating to the conciliation and mediation processes.

- Arbitration Case Files
- Awards of Arbitration
- Collective Bargaining Agreements (construction and industrial)
- Conciliation Case Files, Index and Status Log
- Conciliation, Mediation and Arbitration Reports
- Employment Standards Appeals Files
- Key Disputes and Strike Reports
- Labour-Management Legislation, Policy Development and Recommendations
- Ontario Labour Relations Board Statistical Records
- Requests for Mediation Assistance
- Surveys and Statistical Studies (re policy, programs and legislation)
- Union Certificate Files

Labour Policy and Programs

Responsible for developing new ministry policies and legislative initiatives and assessing the effectiveness of existing policies. Oversees the Policy Branch which initiates, develops and coordinates policy activities; prepares ministerial correspondence; and provides liaison with other ministries. Also responsible for the Employment Standards Branch, the Handicapped Employment Program, the Employment Adjustment Branch and, in matters related to workers' compensation, the Offices of the Worker Adviser and the Employer Adviser.

General Classes or Types of Records

Contain information on administrative policy and programs for all branches of the division, legal and economic analyses relating to legislation under the minister, labour policy issues, and federal-provincial agreements.

- Director's Approvals and Special Permits
- Employment Agency Licences
- Employment Standards Act – Inquiry Correspondence
- Fair Wage on Government Contracts
- Federal-Provincial Agreements
- Handicapped Employment Program – Client Groups
- Handicapped Employment Program – Community Development
- Handicapped Employment Program – Public Relations and Information Services
- Industrial Standards Schedules
- Labour Policy Analyses

- Office of the Employer Adviser – Client Files
- Research Studies and Projects
- Terminations and Plant Closures
- Vacation-with-Pay Trust Funds
- Workers' Compensation Research Files

Manuals

Issued to managers and staff to provide details of administrative and operational procedures for those programs for which the division is responsible.

- Employment Standards Branch Interpretation Manual
- Employment Standards Branch Operations Manual
- Videotapes (training of summer students)

Occupational Health and Safety Division

Administers the Occupational Health and Safety Act and develops and administers regulations including those controlling exposure to toxic substances. Responsible for developing strategic and operational policies and for external relations respecting occupational health and safety. The Occupational Health and Safety Program is delivered through the following branches: Industrial Health and Safety; Mining Health and Safety; Construction Health and Safety; Policy and Regulations; Health and Safety Support Services; and Program Administration.

General Classes or Types of Records

Contain information on all matters of health and safety in the workplace, including fatal and non-fatal accidents and disease, hazardous and potentially hazardous conditions, toxic substances, and new toxic agents, mine-rescue officer training, case studies, inspections, investigations and prosecutions, program and policy development, and development of new legislation, and legislative changes.

- Asbestos in Construction – Approval for Variance
- Company/Employer, Environmental/Occupational Health and Safety Records
- Designated Substances – Policy Development
- Hazardous and Potentially Hazardous Environmental Conditions – Studies
- Inspections and Investigations (including fatal and non-fatal accidents)
- Medical Records
- Medical Studies
- Mine Rescue Program
- Occupational Health and Safety Legislation
- Plans and Drawings (mines, buildings and installations, and Policy and Planning drawing reviews)
- Program and Policy Development
- Prosecutions
- Radioisotopic Licences
- Registration of Employers in the Construction Industry
- Royal Commission on Asbestos
- Toxicological Reports of New Agents
- Wire Rope Testing Results and Reports

Manuals

Issued to supervisors and field inspectors to provide details of policies, procedures and the day-to-day operations in the Occupational Health Branch and the construction, industrial, and mining health and safety fields.

Construction Safety Officers' Manual
Health and Safety Support Services Branch Manual
Industrial Health and Safety Officers' Manual
Mining Health and Safety Officers' Manual

Affiliated Agencies

Advisory Council on Occupational Health and Occupational Safety (ACOHOS)

Advises the minister on matters relating to occupational health and occupational safety and makes recommendations to the minister regarding ministry programs in occupational health and safety.

General Classes or Types of Records

Contain information on council projects and minutes of meetings.

Council Project and Task Forces Files
Minutes of Meetings

Manuals

Provide details of ACOHOS procedures.

Procedures Manual, ACOHOS

Agricultural Industry Advisory Committee

Advises the minister on matters relating to the application of employment standards legislation to agricultural workers, and on the development and modification of employment standards appropriate to the agricultural industry and its different sectors.

General Classes or Types of Records

Contain information on the activities of the committee.

Classification Rating Committees

Adjudicates grievances concerning position classification filed by persons employed in a managerial or confidential capacity.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Judicial Reviews

Crown Employees Grievance Settlement Board

Adjudicates employee organization and employer rights disputes including such matters as dismissals, suspensions, other forms of discipline, working conditions and classification.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Judicial Reviews

Industrial Disease Standards Panel

Investigates possible industrial diseases; reports findings as to whether or not a probable connection exists between a disease and an industrial process, trade or occupation; creates, develops and revises criteria for the evaluation of workers' compensation claims; and advises on eligibility rules regarding compensation for industrial diseases.

General Classes or Types of Records

Contain information on the panel's activities.

Industrial Diseases Studies
Minutes

Labour-Management Advisory Committee

Advises the minister with respect to persons qualified to act as arbitrators and on matters relating to arbitration.

General Classes or Types of Records

Contain information on the committee's activities.

Ontario Labour Relations Board

Administers the Labour Relations Act, which entails certifying trade unions, appointing officers to mediate complaints of contraventions of the act, conducting hearings into unsettled complaints, granting remedial orders, issuing directions and declarations in cases of unlawful strikes and lock-outs, settling jurisdictional disputes, accrediting employers' associations and bargaining agencies, and certifying employee bargaining agencies in the construction industry, conducting arbitration hearings on grievances under construction industry collective agreements, terminating bargaining rights, and providing opinions to the minister relating to the authority to appoint conciliation officers or arbitrators.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Index
Court Proceedings
OLRB Reports Subscriptions

Ontario Public Service Labour Relations Tribunal

Administers the Crown Employees Collective Bargaining Act and adjudicates matters referred to it by government employers, employee organizations or employees, such as representation rights, unfair labour practices complaints, bad faith bargaining, successor rights, alleged strikes and lock-outs, consent to prosecute, inclusions and exclusions of employees in bargaining units, exemptions from payment of union dues, and the duty of fair representation owed by employee organizations to individual employees.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Judicial Reviews

Pay Equity Commission

Comprises the Pay Equity Office which provides public education and complaint resolution and the Pay Equity Hearings Tribunal which provides for independent hearing in cases where agreement cannot be reached.

General Classes or Types of Records

Contain information on education policy and research materials.

Public Service Grievance Board

Adjudicates grievances concerning non-bargaining unit employees involving matters such as dismissal, suspension, other forms of discipline, merit increases, promotion and transfer.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Judicial Reviews

Workers' Compensation Appeals Tribunal

Hears, determines and disposes of all appeals from final decisions of the Workers' Compensation Board under the Workers' Compensation Act. The tribunal adjudicates and determines whether or not a worker's right to take court action is taken away by the act. It also considers appeals regarding access to claim files and an employer's right to require a worker to submit to a medical examination.

General Classes or Types of Records

Contain information on proceedings before the tribunal.

Workers' Compensation Appeals Tribunal Decisions

Manuals

Contain information on tribunal practice and procedures.

Tribunal Practice Directions

Access

Information and Privacy Coordinator
Ministry of Labour
3rd Floor, 434 University Avenue
Toronto, Ontario
M7A 1T7
Telephone: (416) 965-0818



A public reading room for the review of manuals and other information is open during regular office hours on the tenth floor at 400 University Avenue, Toronto.

In addition, public reading rooms are located at selected locations throughout the province. Refer to the Government of Ontario Telephone Directory for addresses.

The Workers' Compensation Appeals Tribunal maintains a public reading room on the seventh floor at 505 University Avenue, Toronto (telephone: (416) 598-4638).



Lambton College of Applied Arts and Technology

Head

Chairman, Board of Governors
Lambton College of Applied Arts and Technology
P.O. Box 969
Sarnia, Ontario
N7T 7K4
Telephone: (519) 542-7751

Mandate

Lambton College provides high quality education and training in technology, applied arts, business, health sciences and general arts and science, with a flexible learning environment, for adults who wish to find meaningful work and self-fulfillment in a changing society.

Organization

Lambton College is governed by a Board of Governors and is organized into three divisions and two offices reporting to the President. The college's primary campus and administrative headquarters are on London Road in Clearwater with a secondary site on Front Street in Sarnia.

Divisions

Board of Governors

The Board of Governors is appointed by the Ontario Council of Regents and the local municipality, and is responsible for establishing college goals and policies, allocating resources and for the general overview of college operations. The President is ex-officio member of the Board. The Board has established a standing committee on Finance and Property.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

- Appointment Records to Board and Advisory Committees
- Bylaws
- Committee Records
- Membership Register
- Minutes
- Policies

President's Office

Appointed by and responsible to the Board of Governors, the President is chief executive officer responsible for

planning and for managing the business affairs of the college.

General Classes or Types of Records

Contain information on the college's planning activities and on the management of the college.

Academic

The division is headed by the Vice-President, Academic, and is responsible for all educational offerings. It has six departments: Technology and Applied Science, Business and General Arts, Health Sciences and Applied Arts, Industrial Training, Continuing Education, and Development.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs.

Administrative

The division provides administrative support services for the college and is headed by the Vice-President, Administration. The division is organized into eight departments: Finance and Personnel, Facilities Maintenance, Library, Bookstore, Computer Services, Purchasing, Facilities Scheduling and Employment Equity.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Student Services Division

The division is headed by a Dean and provides a variety of support and enrolment services for students. The division has eight departments: Registrar's Office, Counselling and Health, Residence, Placement and Co-op, Financial Aid, Athletics, Student Recruitment and Public Relations, and Food Services.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the operation of ancillary services listed above and the provision of student services.

International Education

This office is responsible for the recruitment of international students, faculty and student foreign exchanges, and contract work involving other countries.

General Classes or Types of Records

Contain information on the college's international education programs.

Faculty/Student Exchanges
Foreign Contracts
International Student Recruitment

Freedom of Information

The office is responsible for implementing the Freedom of Information and Protection of Privacy Act within the college.

General Classes or Types of Records

Contain information relating to the implementation of the legislation.

Access

Freedom of Information and Privacy Coordinator
Lambton College
P.O. Box 969
Sarnia, Ontario
N7T 7K4
Telephone: (519) 542-7751



A public reading room for the review of manuals and other information is open during regular business hours in the College Library at the Clearwater Campus.

Liquor Control Board of Ontario

Head

Chairman
Liquor Control Board of Ontario
55 Lakeshore Boulevard East
Toronto, Ontario
M5E 1A4
Telephone: (416) 965-4901

Mandate

The Liquor Control Board of Ontario is a Crown Corporation incorporated under the Liquor Control Act (R.S.O. 1980, c.230). It controls and regulates the production, importation, distribution and sale of alcoholic beverages in Ontario; ensures uniform pricing of products; maintains quality control; and remits levies on alcoholic beverages to the federal and provincial governments.

Organization

All business aspects of the LCBO are directed and controlled by a five-member board of directors. The corporation is organized into three senior executive offices – Chairman, Executive Vice-President and Senior Vice-President (Operations) – and six administrative and operating divisions. The Retail Division is divided into five regional offices.

Divisions

Office of the Chairman

The Office of the Chairman is comprised of the Chairman's Office, the Freedom of Information Office, Communications Department, Policy and Issues Management Department, Legal Counsel, and General Audit.

General Classes or Types of Records

Contain information on the management and general direction of the corporation.

- Board Meetings – Minutes and Correspondence
- Cabinet Submissions, Management Board Submissions, Orders in Council, Draft Legislation, Briefing Notes, General Correspondence
- Communications Records (speeches, statements, news releases, annual reports, issues and background summaries)
- Corporate Initiatives – Reports and Studies
- Correspondence (government agencies, liquor industry, provincial liquor boards, public)
- Legal Records (statutes, regulations, opinions, correspondence, contracts, agreements)
- Policy Proposals and Position Papers

Manuals

Issued to provide managerial and supervisory staff with guidelines on corporate policy and operational practices, and guidelines on the Freedom of Information and Protection of Individual Privacy Act.

- Administrative Manual
- Freedom of Information Manual

Office of the Executive Vice-President

The Executive Vice-President is responsible for managing the corporation in conformance with direction from the Board of Directors and Chairman. The office includes the Loss Control Department and French Language Services Office.

General Classes or Types of Records

Contain administrative records including agendas and minutes of meetings, correspondence, directives and guidelines.

Finance and Administration Division

The division develops and maintains financial systems for LCBO funds and assets; administers the government's pricing policies; develops cost justification standards; performs post-project financial evaluations; and is responsible for all administrative matters and support services in the LCBO. It is comprised of: Insurance and Risk Management; Accounting Operations, Budgets and Financial Planning; Financial and Policy Planning and Administration.

General Classes or Types of Records

Contain financial, accounting and administrative support information and documentation on LCBO programs.

- Accounts Payable and Receivable
- Administrative Services Correspondence
- Banking
- Budget Control Records
- Committee Meetings – Minutes
- Expense Claims
- Financial Statements – Annual Reports
- Insurance Claims
- Payroll Records
- Print, Mail and Messenger Service
- Products Pricing Policy Records
- Purchase Orders
- Records Management
- Special Studies and Review Projects
- Supplier/Vendor Information and Lists
- Visual Identity Records

Manuals

Issued to staff to provide guidelines on accounting procedures, administration and budgeting.

- Budget Manual (stores)
- General Accounting Procedures
- Records and Forms Management

Human Resources Division

The division develops and administers policies and procedures on human resources planning and development, employee relations, staffing, job evaluation, employee records, employee information and benefits, negotiation, interpretation and administration of collective agreement, grievance and arbitration proceedings, health/safety and absenteeism control.

The division includes Employee Development (Human Resources Planning, Training and Development, Classification, Human Resources Information Systems), Employee Relations, Regional Services and Support Services (Benefits and Compensation, Personnel Records, Health Centre, WCB/Absenteeism, Employee Assistance Program) and Employment Equity.

General Classes or Types of Records

Contain general information relating to benefits, compensation, human resources administration, working conditions, employee relations and human resource planning, development and management.

- Benefits (staff and management)
- Budgets and Financial Statements
- Business Proposals/Plans
- Committee Meetings – Minutes and Recommendations
- Compensation (staff and management information)
- Human Resources Planning (research and comparative information, reports)
- Job Classification (systems, surveys)
- Recruitment and Selection
- Special Studies and Projects (attitude surveys, French language proficiency)
- Training and Development (programs and schedules)
- Tuition Assistance (applications, reimbursements)

Information Services Division

Provides information services (business systems, data management and computer operations), and technical resources. The division comprises Quality Control and Assurance, I.S. Administration, Technical Planning and Coordination, End User Information and Support, Systems Development and Support, and Systems Facilities.

General Classes or Types of Records

Contain information on computer systems and facilities, data management, special projects and standards and procedures.

- Central Computer Standards and Procedures
- Committee Meetings/Minutes
- Computer Facilities and Uses
- Programming and Systems Standards
- Systems Development Analyses

Office of the Senior Vice-President (Operations)

In addition to responsibility for the Retail Division, Distribution Division and Merchandising Division, the Senior Vice-

President (Operations) is also responsible for Operational Planning and Support for these areas as well as the Point-of-Sale project.

General Classes or Types of Records

Contain information relating to planning and management including strategic and operational plans, work programs, policies, directories and guidelines.

Retail Division

The division is responsible for the operation of retail stores. It comprises: Customer Service and Administration consisting of Regular, Agency and Duty Free Stores, Distribution Depots and Vintage-Wine Consultant Coordination; Store Services consisting of Store Network, Properties Management and Financial Services; Quality Assurance; and five regional offices.

General Classes or Types of Records

Contain information on the administrative and financial aspects of retail operations including sales and financial records, product and inventory data, budget and expenses.

- Administration Records (by store)
- Customer Surveys
- Private Stock and Sales
- Product Displays
- Products and Listings
- Promotional Items
- Purchases of Spirits, Wine and Beer
- Receipts and Inventory (by store)
- Refusal Reports
- Sales and Financial Records (by store)
- Special Occasion Permits

Manuals

Issued to provide guidelines on LCBO store policies and practices, administrative and financial procedures, and customer services.

- Store Operations Manual
- Store Procedures Manual

Distribution Division

This division is responsible for ensuring quality control in accordance with federal, provincial and LCBO regulations, buying products, managing inventory and ensuring transportation and warehousing services.

General Classes or Types of Records

Contain information on policy, procedures and documentation relative to customs, traffic, quality control, systems, laboratory analysis, purchasing, inventory and distribution programs and initiatives.

- Customs Documentation
- Inventory Records
- Laboratory Analysis Reports
- Policy (for general management)

Purchasing Reports/Records
Quality Control
Systems Documentation
Traffic

Merchandising Division

This division is responsible for marketing research activity, in-store merchandising activity (including store layouts), Product Management including selection of products and assortment planning, as well as program development of new merchandising initiatives. It is comprised of the Product Management Department, Marketing Services Department and the Program Development Department.

General Classes or Types of Records

Contain information relating to market research and the merchandising of liquor products.

Access

Information and Privacy Coordinator
Liquor Control Board of Ontario
Suite 1809, 1 Yonge Street
Toronto, Ontario
M5E 1S6
Telephone: (416) 965-8500



A public reading room for the review of manuals and other information is open during regular office hours at Suite 1809, 1 Yonge Street, Toronto.

Loyalist College Of Applied Arts And Technology

Head

Chairperson, Board of Governors
Loyalist College of Applied Arts and Technology
Wallbridge-Loyalist Road
P.O. Box 4200
Belleville, Ontario
K8N 5B9
Telephone: (613) 962-9501

Mandate

Loyalist College offers full- and part-time programs in the fields of technology, business and communications, health sciences, community studies, occupational upgrading, apprenticeship and continuing education.

Organization

Loyalist College is governed by a 17-member Board of Governors which includes the President as ex-officio member and secretary-treasurer. The college is organized into two academic divisions (Applied Arts, Business and Health Sciences, and Technology and Continuing Education) and three administrative divisions (Finance and Administration, Human Resources, and Student Services). The main campus is located in Belleville, with other teaching locations throughout the counties of Hastings, Lennox and Addington, Northumberland and Prince Edward.

Divisions

Board of Governors

The Board of Governors consists of twelve appointed members chosen from the external community, four elected members chosen from the college, and President in an ex-officio capacity. The Board's function is to establish goals and policies, and to monitor and evaluate operational and educational results. The Board has two standing committees: Management, and Building and Finance.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of the college operations.

Bylaws
Membership Register
Minutes of Board and Standing Committees

Office of the President

Appointed by and responsible to the Board of Governors, the President is chief executive officer with full authority to manage and direct the business and educational affairs of the college.

General Classes or Types of Records

Contain information relating to the management of the college, as well as general administrative records, as described in the introduction to this directory.

Applied Arts, Business and Health Sciences Division

The Dean of Applied Arts, Business and Health Sciences is responsible for the delivery of full-time academic programs in the Information Systems, Business Communications, Community Studies and Health Sciences departments.

General Classes or Types of Records

Contain information relating to the development and delivery of academic programs, as described in the introduction to this directory.

Technology and Continuing Education Division

The Dean of Technology and Continuing Education delivers full-time academic programs in the departments of Chemical, Electronics, Environmental and Building as well as part-time continuing education programs. This division also administers government sponsored skills/academic upgrading programs such as FUTURES and Ontario Basic Skills.

General Classes or Types of Records

Contain information on the development and delivery of academic programs and the delivery of government-sponsored programs listed above, as described in the introduction to this directory.

Finance and Administration Division

The Director of Finance and Administration provides the college with a variety of administrative support services, including finance and accounting, plant and property management, library and audio visual services, and purchasing.

General Classes or Types of Records

Contain general administrative records as described in the introduction to this directory.

Manuals

Issued to teaching and administrative staff and containing policies and procedures governing college operations.

Policy and Procedures Manual

Student Service Division

This division administers student admissions and registration, and offers a wide range of student services such as counselling, job placement, athletic and fitness programs, and student health services.

General Classes or Types of Records

Contain information relating to the enrolment and registration of students and to the provision of student services listed above, as described in the introduction to this directory.

Human Resources Division

This division provides human resources and personnel management functions for the college, as well as administering the college cafeteria.

General Classes or Types of Records

Contain information relating to the college's human resource function, as described in the introduction to this directory. Also contain information on the operation of the college's cafeteria.

Access

Freedom of Information & Privacy Coordinator
Loyalist College
Wallbridge-Loyalist Road
P.O. Box 4200
Belleville, Ontario
K8N 5B9
Telephone: (613) 962-9501



A public reading room for the review of manuals and other information is open during regular college hours in the Anderson Resource Centre on the main floor of the Kente Building, Belleville.

Management Board of Cabinet

Head

Chairman of Management Board
7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Z6
Telephone: (416) 586-2020

Mandate

The Management Board of Cabinet is the committee of Cabinet responsible for coordinating the financial and administrative operations of the government. The board operates under the authority of the Management Board of Cabinet Act. It officially represents the government of Ontario as the employer of its public servants.

Organization

Management Board of Cabinet is organized into two secretariats – the Management Board Secretariat, which provides staff support in matters related to the Management Board of Cabinet Act, and the Human Resources Secretariat, which provides staff support in matters related to the Public Service Act. The Civil Service Commission and five other affiliated agencies report to the Chairman of Management Board. Each of these organizations is described separately in this chapter.

Management Board Secretariat

Mandate

The secretariat provides staff support to the Management Board of Cabinet; manages the government's annual allocation process; prepares the annual estimates; and develops and promulgates management policies for general administration, organizational structure, and the acquisition and use of technology.

Organization

The secretariat comprises the Office of the Secretary and three operating divisions. Each division maintains its own administration and operations records. The holdings for each division are described in detail in the secretariat record schedules which are available to the public in the Management Board Secretariat reading room.

Divisions

Office of the Secretary

Provides staff support to the Secretary of Management Board who is the deputy minister equivalent in the Management Board Secretariat. The office handles all legislative matters; coordinates internal planning and allocation processes and common administrative support services for the secretariat.

General Classes or Types of Records

Contain administrative information for the secretariat as well as material related to special initiatives coordinated through the office.

Information Technology Division

Develops and supports corporate strategies and policies to encourage effective use of information technology in the Ontario government; advises Management Board of Cabinet and other Cabinet committees on the technology aspects of ministry program proposals; and manages the secretariat information systems. The division is organized into two branches: Policy Administration and Strategic Policy, and a Systems Development Office.

General Classes or Types of Records

Contain background material concerning technology strategies and policies as well as records related to ministries' technology initiatives submitted to Management Board.

Development and Implementation of Information
Technology Strategies and Policies
Management Board Applications, Submissions and
Reports Related to Information Technology

Management Policy Division

Responsible for the development and administration of management policies other than technology and personnel administration. Advises Management Board of Cabinet and other Cabinet committees on the management policy aspects of ministry program proposals. The division has four operational units – Policy Development and Administration Branch, Freedom of Information and Privacy Branch, the Advertising Review Board, and Corporate Initiatives.

General Classes or Types of Records

Contain information relating to the development and implementation of the administrative policies for which it is responsible. Also contain information related to the operations of the Advertising Review Board.

Administrative Policy Material
Advertising Review Board Competitions and Reviews
Applications re Advertising Competitions
Executive Position Control
Freedom of Information and Privacy Implementation
Management Board Applications, Submissions, Reports

Organizational Policy Material
Special Studies and Programs

Manuals

Provide directives and guidelines governing the management practices in government and the operations of the Ontario Agency of Record.

Management Board of Cabinet Directives and Guidelines
Ontario Agency of Record for Advertising in Ethnic Media
Ontario Agency of Record Manual

Programs and Estimates Division

Responsible for corporate expenditure control and the expenditure estimates process. Participates in the government's annual resource allocation process, and advises Management Board and other Cabinet committees on cost implications and results of ministry program changes and proposals. The division is organized into five branches: Resources Development; Education and Social Services; Justice and General Government; Expenditure Policy and Divisional Services; and Government Activity Review.

General Classes or Types of Records

Contain analyses and recommendations related to ministry programs or proposed programs, the background material concerning the annual allocation, estimates and results reporting processes, and the formal record of proceedings of the Management Board of Cabinet.

Annual Estimates Submissions
Management Board Applications, Submissions and Reports
Management Board Orders
Minutes of Management Board Meetings

Access

Information and Privacy Coordinator
Management Board Secretariat
18th Floor, 56 Wellesley Street West
Toronto, Ontario
M7A 1Z6
Telephone: (416) 586-2063

A public reading room for the review of manuals and other information is open during regular office hours on the third floor of the Frost Building South, 7 Queen's Park Crescent, Toronto.

Human Resources Secretariat

Mandate

To provide corporate leadership in human resources management practices in order that the government of Ontario strive for and maintain the role of prudent and model employer through partnerships with unions, line management, educational institutions and the voluntary and private sectors.

Organization

The secretariat is organized into two divisions with eight branches and seven units. In addition there are two branches reporting directly to the deputy minister. Head office is located at Queen's Park, Toronto.

Divisions

Corporate Services Division

Provides corporate services and policy direction to ministries in staffing, employment equity, education and French-language training as well as finance and administrative services for the Human Resources Secretariat. Within this division there are four branches: Administrative Services; Education Services; Employment Equity; and Staffing Services. This division also includes the Executive Development Institute, Marketing and Corporate Information Services, Communications, Ministers' Staff, Personnel Administration, Northern Ontario Relocation Program, and Information Systems.

General Classes or Types of Records

Contain information on general administrative and financial matters, and computer and information systems for the Human Resources Secretariat, personnel services for both the Human Resources and Management Board Secretariats, the design and delivery of training programs, workshops and seminars, including those specifically for executives, French-language training, the development and review of staffing policies, staffing programs management and administration, the communication of the secretariat's policies, programs and initiatives to the various client groups, and the relocation of government jobs to northern Ontario.

Bilingual Testing Materials and Records
Consultation to Ministry
Course Design, Delivery and Cost Recovery
Delegation of Staffing Authority
Employee Information Surveys
Employment Equity Database
Employment Equity Policies
Executive Development Programs

- External Recruitment Advertising
- Government of Ontario Temporary Administration
- Job Advertising Policies for External Media and Job Mart
- Job Skill Test Development
- Monitoring Reports and Statistical Records
- Northern Ontario Relocation Program (reference information, governing principles, objectives and guidelines)
- Personnel Policies and Procedures
- Position Descriptions
- Relocation Analysis
- Staff Development Policy
- Staffing Issues, Policy and Program Development
- Staffing Training Materials, Videos and Films
- Student Employment Program
- Task Force Reports
- Topical and Job Mart Publications
- Training Materials, Videos and Films

Manuals

Issued to regional personnel offices to provide direction on conducting skills testing of job applicants and training of line managers in the staffing process.

- Examiner's Manual for Typing, Shorthand and Dictaphone Tests

- Instructor's Manual for the Staffing Training Program

Employee Relations and Compensation Division

Responsible for negotiations with public-sector unions on behalf of Management Board of Cabinet and the coordination of occupational health and safety policies and programs and the establishment and maintenance of corporate programs for salaries and benefits administration for government employees. Within this division there are four branches: Staff Relations; Benefits Policy; Pensions Policy; and Pay and Classification. This division also includes Actuarial Services.

General Classes or Types of Records

Contain information on the development and review of all policies relating to benefits and pension plans in the Ontario Public Service, policies and procedures governing the application and administration of the classification and pay systems, compensation training matters and the development and application of classification standards, collective bargaining and other employee relations matters, the development and delivery of labour relations policy, and training and compensation practices.

- Arbitration Awards and Employee Benefits Negotiations
- Arbitration Briefs and Awards
- Benefits Policy and Program Development
- Benefits Review Committees
- Classification and Compensation Standards
- Classification Policy and Program
- Classification Standards Development and Project
- Collective Bargaining Negotiation

- Compensation Equity
- Compensation Reports and Records
- Compensation Training Materials, Videos and Films
- Delegation of Classification Authority
- Insurance Plans Monitoring
- Ministry Organization Charts Authority Description
- Ministry Position Administration Activity
- Ministry Strategic and Operational Human Resources Plan
- Monitoring Reports
- Occupational Health and Safety
- Pay Administration Policy
- Pension Plan Policies and Programs
- Research and Statistical Information
- Survey Information and Legislative Trends
- Training Material and Employee Communication Files, Films and Videos
- Wage and Salary Survey

Manuals

Issued to administrators in personnel, payroll, administrative branches of ministries and line managers to provide detailed guidance and administrative direction on personnel policies and procedures, to ensure the correct application and administration of benefits and to provide standards for position evaluation.

- Bargaining Unit and Extended Class Standards
- Benefits Administrator's Manual
- Class Salary Schedules
- Management Compensation Plan Evaluation Standards
- Ontario Manual of Administration, Vol. 2

Executive Management Branch

Coordinates recruitment, human resources planning, compensation and classification for government executive employees.

General Classes or Types of Records

Contain information on human resources planning for potential and executive employees, the development and maintenance of the executive classification and compensation systems, the provision of services to ministries relating to the planning and implementation of executive organizations, data on public and private sector compensation practices.

- Executive Classification Standards
- Executive Compensation Policies
- Executive Compensation Reports and Records
- Executive Organization Charts
- Executive Position Files

Manuals

Issued to personnel/human resources branches to provide standards for executive position evaluation.

- Executive Compensation Plan Job Evaluation Manual

Strategic Planning and Projects Branch

Develops strategic corporate human resources directions for government, coordinates corporate human resources projects, policies and procedures, reviews and approves ministry human resource plans and conducts research into a broad range of workforce issues.

General Classes or Types of Records

Contain information related to the development and coordination of strategic human resources planning and corporate projects.

- Corporate Human Resources Project
- Corporate Strategic and Operational Human Resources Plans
- Freedom of Information and Privacy
- French Language Coordination, Policy and Issues
- Human Resources Management Policy and Program
- Management Board Liaison
- Ministry Strategic and Operational Human Resources Plan
- Quality of Working Life

Manuals

Issued to personnel/human resources branches and Freedom of Information Coordinators to provide direction in dealing with the impact of the Freedom of Information and Protection of Privacy Act on human resources processes and practices.

- Freedom of Information and Protection of Privacy
- Human Resources Guidelines

Affiliated Agencies

Civil Service Commission (CSC)

The Civil Service Commission, which consists of a chairman and three commissioners, monitors the performance of the government as an employer with emphasis on maintaining the merit principle. In addition, the commission is responsible for developing corporate values on matters such as conflict of interest and employee ethics.

General Classes or Types of Records

Contain information related to the administration and operation of the commission.

- Civil Service Commission Annual Reports
- Commission Meeting Minutes
- Personnel Policy
- Statistical Summaries of Certificates of Appointment to Government

Ontario Provincial Police Grievance Board

The Ontario Provincial Police Grievance Board is solely responsible for the adjudication of grievances and disputes

concerning working conditions and terms of employment covered by the Memorandum of Understanding between the Province of Ontario and the Ontario Provincial Police Association, the regulations under the Public Service Act and the Manual of Administration. The board is appointed by the Lieutenant Governor in Council and is composed of a chairman, one member designated by the Ontario Provincial Police Association and one member designated by the Solicitor General.

General Classes or Types of Records

Contain information related to the administration and operations of the board.

- Grievance Decisions

Ontario Provincial Police Negotiating Committee

The Ontario Provincial Police Negotiating Committee is solely responsible for the negotiations between the Ontario Provincial Police Association and Management Board of Cabinet on matters relating to terms and conditions of employment including rates of remuneration, hours of work, overtime and other premium allowances for work performed, benefits, insurance plans, leaves of absence and the methods of effecting promotions, demotions, transfers, lay-offs and re-appointments. The committee is appointed by the Lieutenant Governor in Council and is composed of a chairman, three staff members of the Ontario Provincial Police and three civil servants representing the employer.

General Classes or Types of Records

Contain information related to the administration and operations of the committee.

- Committee Meeting Minutes
- Negotiation Agreements

Public Service Superannuation Board

The Public Service Superannuation Board recommends payments of annuities, pensions and disability benefits to employees of the Ontario public service and rules on applications in respect of past service credits and pension credit transfers under the Public Service Superannuation Act. The board is composed of four members appointed by the Lieutenant Governor in Council.

General Classes or Types of Records

Contain information related to the administration and operation of the board.

- Cases

Access

Information and Privacy Coordinator
Human Resources Secretariat
3rd Floor, Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Z5
Telephone: (416) 965-4246
TDD: (416) 965-4343



A public reading room for the review of manuals and other information is open during regular office hours on the third floor of the Frost Building South, 7 Queen's Park Crescent, Toronto.

Metro Toronto Convention Centre Corporation

Head

President and Chief Executive Officer
255 Front Street West
Toronto, Ontario
M5V 2W6
Telephone: (416) 585-8000

Mandate

The Metropolitan Toronto Convention Centre is a national and international convention, tradeshow and multi-purpose facility that was developed with the primary objective of promoting and facilitating events and activities that generate economic benefits to the city and the province. Additionally, the centre provides services and facilities to serve the needs of both provincial and local activities that promote community business.

Organization

The centre is organized into four divisions: Finance and Administration; Operations; Sales; and Food and Beverage. These report to the president and chief executive officer who, in turn, is responsible to the board of directors. Each division maintains its own administrative and operational files.

Divisions

Finance and Administration Division

Provides direction and management for the financial and administrative functions of the centre including: personnel; payroll; accounting; purchasing; credit; office services; and systems.

General Classes or Types of Records

Contain the necessary administrative and financial information to develop and implement management policies and procedures.

- Corporate Policies
- Credit
- Finance
- Government/Legal

Manuals

An administration manual outlining company policies and procedures is issued to senior management. A manual outlining standards and company rules and regulations is issued to all full-time staff.

A Guide for Employees

Operations Division

Coordinates the various departments under its control – Maintenance, Parking, Security, Cleaning, Communications and Event Services – as well as the contract services that contribute to the smooth overall functioning of the centre. Also provides liaison with and support to clients in planning, executing, and servicing their needs.

General Classes or Types of Records

Contain information on each department and its transactions with clients and contractors.

- Centre Rules and Regulations
- Clients
- Contractors
- Departments

Manuals

Each department issues a procedures manual.

Sales Division

Responsible for the marketing and sale of the centre in order to develop and maintain convention and tradeshow business from Canadian, American and international associations and corporations.

General Classes or Types of Records

Contain material necessary to fully service pending and potential clients' needs.

- General Business Files

Food and Beverage Division

Major responsibility is to provide food and beverage of uncompromising quality to a broad market in the corporate and private sectors attending functions at the centre. Also responsible for the activities of the Stewarding Department.

General Classes or Types of Records

Contain general business information.

Access

Information and Privacy Coordinator
Metro Toronto Convention Centre
255 Front Street West
Toronto, Ontario
M5V 2W6
Telephone: (416) 585-8000



A reading room for the review of manuals and other information is open during regular office hours at 255 Front Street West, Toronto.

Mohawk College of Applied Arts and Technology

Head

Chair, Board of Governors
Mohawk College of Applied Arts and Technology
Fennell Avenue and West 5th Street
P.O. Box 2034
Hamilton, Ontario
L8N 3T2
Telephone: (416) 575-2253

Mandate

Mohawk College provides educational programs in the fields of technology, applied arts, business, health sciences, skills and related areas. These are designed to benefit career- and employment-oriented secondary school graduates, adults and out-of-school youth, mainly from the Hamilton, Brantford and Brant County areas.

Organization

Mohawk College is operated by a Board of Governors, through the President. Reporting to the President are three major divisions, Academic, Finance and Resources and Student Services, and four support areas, Community Relations, Human Resources, College Planning and Marketing and Contract Services. Head office is the Fennell campus in Hamilton, and the college operates eight other major campuses: Brantdale, Chedoke, Highview and Wentworth in Hamilton; Saltfleet and Hamilton Industrial Training Centre in Stoney Creek; Brant-Elgin and Brant-Colborne in Brantford, plus many smaller campuses and information centres throughout the Hamilton, Brantford and Brant County area.

Divisions

Board of Governors

The Board of Governors is appointed by the Ontario Council of Regents, and is responsible for setting and controlling overall policy for Mohawk College, for the evaluation of the college mission and direction, for the setting of corporate goals and for the development and maintenance of appropriate corporate controls.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees
Policies

President's Office

The President's Office, with the full authority of the Board of Governors, directs the business and academic affairs of Mohawk College. The Mohawk College Foundation and the Students' Union Corporation are independent organizations that operate at the direction of the college.

General Classes or Types of Records

Contain information on the management of the college, the coordination of fundraising activities, and the operation of the student union.

Manuals

Issued to college staff regarding policies and procedures governing the college's operations.

Policy and Procedures

Academic Division

The Vice-President, Academic is responsible for the policy, planning, operation and direction of academic programs within Mohawk College, the Instructional Resource Centre, and the operation of committees and task forces as appropriate to the development and monitoring of programs.

General Classes or Types of Records

Contain operational records as described in the introduction to this directory relating to the development and delivery of academic programs. Also contain information on services offered to clients through special academic programs.

Motor Vehicle Repair – Client Services
Harness Horse Program – Client Services
Hawk's Nest Restaurant – Operations

Finance and Resources

The Vice-President, Finance and Resources is responsible for policy and administrative support services in non-academic areas such as administration, audit and operational review, computer services, consumer services, corporate services, development and alumni relations, finance, library resource centres, medical services, and physical plant.

General Classes or Types of Records

Contain general administrative and operational records as described in the introduction to this directory.

Student Services

The Vice-President, Student Services is responsible for policy and administrative support services in all matters affecting students outside the classroom, laboratory and field trip involvement. These are cooperative education programs, counselling and career development, the Registrar's Office, athletics, student council and social activities.

General Classes or Types of Records

Contain operational records as described in the introduction to this directory relating to the enrolment and registration of students, and the provision of student services listed above.

Access

Information and Privacy Coordinator
Mohawk College of Applied Arts and Technology
Fennell Avenue and West 5th Street
P.O. Box 2034
Hamilton, Ontario
L8N 3T2
Telephone: (416) 575-2087



A public reading room for the review of manuals and other information is open during regular office hours in the corporate offices, Room C111, Fennell Campus, Hamilton.

Ministry of Municipal Affairs

Head

Minister of Municipal Affairs
17th floor, 777 Bay Street
Toronto, Ontario
M5G 2E5
Telephone: (416) 585-7000

Mandate

The ministry is responsible for local government and community planning in the province. It ensures that municipalities have the legislative authority to respond to changing needs and provides management, administrative and financial support. The ministry encourages sound planning at the local level and renewal activity in municipalities through financial and technical assistance. It is also responsible for the Niagara Escarpment Commission.

Organization

The ministry is organized into two wings, Municipal Affairs and Community Planning, with other branches that report directly to the deputy minister – Corporate Planning and Coordination Unit, Municipal Education and Training Secretariat and the Ontario Municipal Audit Bureau. Each wing, central branches and the Niagara Escarpment Commission maintain their own administration and operations records.

Divisions

Corporate Planning and Coordination Unit

The unit coordinates policy and program planning, freedom of information/protection of privacy, and maintains agency-ministry liaison. The unit also advises the deputy minister and senior management on matters related to the provision of ministry programs in French including the development of policies.

General Classes or Types of Records

The Ministry of Housing provides central human-resource, financial, legal, communications and administrative services and maintains common administrative records as described in the introduction to this directory.

Manuals

Issued to staff to administer the Freedom of Information and Protection of Privacy Act.

Ontario Municipal Audit Bureau

The bureau is responsible for auditing provincial-municipal transfer payment programs for the ministries of Culture and Communications, Community and Social Services, Environment, Health, Housing, Municipal Affairs, Northern Development and Mines, Tourism and Recreation, Transportation, and Treasury and Economics.

General Classes or Types of Records

Contain audit files relating to the audit of specific transfer payment programs, and correspondence and agreements with other ministries.

Municipal Education and Training Secretariat

The Municipal Education and Training Secretariat in concert with the Minister's Advisory Council administers the Municipal Education and Training Program.

General Classes or Types of Records

Contain information relating to the training and education needs of the municipal sector and information relating to the administration of the program.

Municipal Affairs Wing

Maintains liaison between municipalities; provides analysis of organizational, functional and structural aspects of local government and financial analysis and advisory services to municipalities; administers transfer payments to municipalities; and oversees the promotion and operation of local government. Comprises seven branches, 10 field offices and a secretariat, which work with the 839 Ontario municipalities.

General Classes or Types of Records

Contain municipalities' demographic, financial, service- and program-related information, compiled from annually audited financial information returns and clerk's returns, on the Municipal Analysis and Retrieval System (MARS) database.

- Agreements Between Municipalities
- Consultants' Reports (municipal operations)
- Grant Programs to Municipalities
- Grants – Historical and Statistical Information
- Municipal Boundaries Maps
- Municipal Financial and Management Information
- Ontario Municipal Board – Decisions and Resolutions
- Provincial/Municipal Relations
- Tax Registration Documents

Manuals

Issued to staff to provide directives and guidelines for the use of the MARS database, and relating to the criteria for grant applications, various financial and administrative functions of municipalities, and ministry programs.

Farm Tax Reduction Program Procedures
 Field Services Operational Guidelines
 Guidelines for Ontario Disaster Relief Assistance
 · Program
 Involvement in Municipal Administration 1986 –
 Guidelines
 Managed Forests Tax Reduction Program Procedures
 Tenant Taxes Program Procedures

Community Planning Wing

Responsible for effective land-use in Ontario, the Community Planning Wing ensures that municipalities are guided by sound planning principles. Administers planning legislation; advises municipalities and the public on all matters pertaining to the Planning Act; and provides grants and loans to municipalities and planning boards. Comprises five head office branches, an Office of Local Planning Policy and five field offices.

General Classes of Records

Contain information relating to community land-use planning and development.

Background Information on Community Planning
 Legislation
 Grants to Municipalities for Commercial Improvement
 (Commercial Area Improvement Program)
 Grants to Municipalities for Neighbourhood
 Improvement (Ontario Neighbourhood Improvement
 Program)
 Grants to Planning Boards in the North (Planning
 Administration Grants Program)
 Minister's Zoning Orders and Amendments
 Niagara Escarpment
 Official Plans and Amendments – Approvals (municipal
 and regional)
 Official Plans and Amendments – Planning Areas in the
 North
 Parkway Belt
 Planning Studies
 Policy Statements and Guidelines on Land Use
 Research on Specific Land-Use-Related Projects
 Subdivision and Land Severances – Approvals
 Zoning Bylaws and Amendments – Municipal

Manuals

Prepared to assist staff in the administration of planning, approvals and grant programs, and in the administration and delivery of the Niagara Escarpment Plan and Parkway Belt Plan.

Commercial Area Improvement Program Administration
 Guide
 Community Planning Grant
 Ontario Neighbourhood Improvement Program
 Administration Guide
 Planning Administration Grants
 Plans Administration Branch (PAB) Planning
 Operations
 Plans Administration Policies and Procedures, Vol. 2

Affiliated Agencies

Niagara Escarpment Commission

The commission maintains the lands of the Niagara Escarpment and vicinity as a continuous natural environment and ensures only development that is compatible with that environment. Head office is in Georgetown with two regional offices in Grimsby and Clarksburg.

General Classes or Types of Records

Contain information relating to land-use development in the Niagara Escarpment.

Applications for Amendments to the Niagara
 Escarpment Plan
 Assessment Rolls
 Contraventions of Commission Decisions or Use of
 Land Without a Permit
 Decisions of the Commission
 Development Permits – Appeals
 Development Permits – Applications (various types of
 land development)
 Environmental Surveys and Studies
 Land Severances
 Land Uses in the Niagara Escarpment (maps and aerial
 photographs)
 Land-Use Recommendations and Policy
 Task Force Reports

Access

Information and Privacy Coordinator
 Ministry of Municipal Affairs
 777 Bay Street
 Toronto, Ontario
 M5G 2E5
 Telephone: (416) 585-7000



A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 777 Bay Street, Toronto.

Minister Responsible for Native Affairs

Head

Minister Responsible for Native Affairs
18th Floor, 18 King Street East
Toronto, Ontario
M5C 1C5
Telephone: (416) 965-1664

Mandate

The Minister Responsible for Native Affairs develops and coordinates government-wide Native Affairs policy and monitors the development and delivery of line ministry programs affecting Native people.

Organization

The Attorney General of Ontario is designated under an Order in Council as the Minister Responsible for Native Affairs. The Ontario Native Affairs Directorate supports the minister in carrying out his mandate.

Ontario Native Affairs Directorate

The office supports the Attorney General in his capacity as Minister Responsible for Native Affairs and as chairman of the Cabinet Committee on Native Affairs.

General Classes or Types of Records

Contain information on Native affairs issues.

- Aboriginal Communities
- Aboriginal Constitutional Matters
- Aboriginal Land Claims
- Aboriginal Self-Government
- Employment Equity
- Environmental Issues
- Financial Agreements
- Government Correspondence
- Indian Fishing Negotiations
- Indian Policing
- Native Economic Development
- Native Education
- Native Legal Matters
- Social and Justice Issues

Access

Information and Privacy Coordinator
Ministry of the Attorney General
18 King Street East
Toronto, Ontario
M5C 1C5
Telephone: (416) 965-4836



A public reading room for the review of manuals and other information is open during regular office hours on the fourteenth floor at 18 King Street East, Toronto.

Ministry of Natural Resources

Head

Minister of Natural Resources
6th Floor, Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1W3
Telephone: (416) 965-1301

Mandate

To provide continuous social and economic benefits from both the development and the conservation of natural resources. To ensure the wise use of natural resources and protect life and property from forest fires, floods and erosion.

Organization

The ministry has a head office and a field organization. The head office comprises the Office of the Deputy Minister, the Administration Division and four program groups – Finance and Administration, Forest Resources, Lands and Waters, and Outdoor Recreation. The field organization is structured around a Northern Ontario Office and a Southern Ontario Office each with four regional offices. Each regional office maintains between five and eight district offices. The ministry also has a number of work and research stations and affiliated agencies.

The Mineral Resources Group, consisting of the Ontario Geological Survey Branch, Mineral Resources Branch and Office of the Mines Assessor, was transferred from the Ministry of Natural Resources to the Ministry of Northern Development and Mines in 1985. All enquiries about the records of this group should be addressed to the Ministry of Northern Development and Mines.

Divisions

Office of the Deputy Minister

The office provides staff support to the deputy minister in the areas of policy development coordination, land-use planning, and environmental assessment programs. Also responsible for briefing the minister and coordinating strategic planning for the ministry.

General Classes or Types of Records

Contain information relating to Cabinet, Cabinet committees, executive meetings and information on policy assessments formulated by other groups in the ministry, assessments and reviews of the delivery of land-use planning programs, the plan input and review program, environmental assessment

programs, and briefing material for the minister. Also contain general administrative records as described in the introduction to this directory.

Environmental Assessment
Intergovernmental Affairs
Lands and Waters – Policy and Analysis
Local Land-Use Planning Program
Outdoor Recreation – Policy and Analysis
Plan Input and Review Program
Resources Products – Policy and Analysis
Special Projects and Matters Arising in the House
Strategic Corporate Planning, Work Planning,
Corporate Directions
Strategic Land-Use Planning Program

Manuals

Provide staff with guidelines on integrated land-use planning, resource management, and environmental assessment of ministry undertakings.

A Framework for Resource Management Planning
Construction and Mitigation Handbook for Class
Environmental Assessment Projects
Environmental Assessment Procedures Manual for
MNR Activities
Field Environmental Planning Procedures and
Guidelines for MNR Class Environmental
Assessment Projects
Guidelines for Land-Use Planning
Plan Input and Review Handbook
Policies and Attitudes Towards the Generation and Use
of Scientific Knowledge
Policy and Procedures Directives, Policy and Planning
Secretariat

Administration Division

The division is responsible for administrative support and services for ministry programs. Comprises four offices: Communications; Legal Services; Personnel Services; and Affirmative Action. Also includes the Finance and Administration Group which comprises four branches: Administrative Services; Financial Resources; Internal Audit; and Systems Services.

General Classes or Types of Records

Contain information relating to licenses, contracts, and agreements, media and community relations, litigation and legal services, occupational health and safety, and youth programs.

Accounts (land sales, land rentals, water power leases, timber licences, fish and wildlife licences, and mining licences)
Audio-Visual Materials (exhibits, displays, films, videotapes)
Bankruptcy Reports
Community Relations
Construction Lien Claims
Coroner's Inquests
French-Language Services

Litigation (accident claims, claims by the Crown (MNR), proceedings against the Crown, prosecutions, administrative tribunal hearings)
 Mines (transferred to Ministry of Northern Development and Mines)
 Occupational Health and Safety
 Patents, Trademarks, Copyright
 Publications Records
 Regulations and Legislation for Acts Administered by MNR
 Rehabilitation Security Deposits (pits and quarries, timber, mines)
 Safety Information
 Suppliers' Contracts and Agreements
 Youth Programs (Junior Forest Rangers)

Manuals

Provide staff with policy, procedures and interpretation to comply with the Management Board Directives and Guidelines, salary schedules, the Public Service Act, the Public Service Superannuation Act, the Collective Agreement, the Integrated Payroll Pension Employee Benefits System and the Central Attendance Recording System.

Administrative Services
 Client Services Contracts
 Communications Services Policies, Procedures and Guidelines
 Exhibits (sign design, visual identity and audio-visual manuals)
 Expenditure Accounting System (revenue receiving and accounts receivable)
 Finance, Planning and Evaluation
 Hazardous Materials and Safety
 Instructions to Issuers of Angling and Hunting Licences
 Learning Resources Catalogue
 Payroll User's Manual
 Performance Measures System User's Guide
 Personnel
 Speech Builder
 Staff Suggestion System Policy and Operating Manual
 Work Program Planning and Procedures

Forest Resources Group

The group proposes and develops major long-term policies and priorities for the forest-management program; develops, plans and recommends action for program implementation and control including the sale and disposition of timber to meet provincial objectives and industry needs; and provides advice and information to the field to support the delivery of programs for stock production, tree improvement, pest control, private land, forest productivity and technology transfer.

General Classes or Types of Records

Contain information on legislation, policy, procedures, administration, audit, coordination and support services for forest production and practices, pest control, private-land forestry program control, and research on tree improvement and forest biomass.

Agreement Forests
 Allowable Cut/Timber Depletion Calculation
 Canada-Ontario Forest Resources Development Agreement (COFRDA) (summaries and program/project authorization)
 Crown Timber Act and Regulations
 Forest Industry Mill Licences/Returns
 Forest Management Agreements (FMAs) (negotiations, withdrawals and reviews)
 Forest Management Information System (FORMAGAIN)
 Forest Production Policy (schedules, reports and records)
 Forest Research Programs and Advisory Committee
 Forest Resources Inventory (including aerial photography)
 Main Office Audit Reports (operating companies, licences, agencies)
 Pest Control Records
 Private Land Forestry
 Seed Collection
 Silvicultural Assessment and Information System
 Stand Improvement and Site Preparation
 Stock Production Summaries and Records
 Timber Licences and Related Documents
 Timber Management Plans (production work and review schedule, areas harvested, and allowable harvest)
 Timber Scaling
 Tree Improvement and Tree Seed Program
 Tree Species and Hybrid Poplar Program – Technical Development

Manuals

Issued to forestry staff on techniques, guidelines and technical standards, including survey, scaling, inspection and research activities.

Aerial Spraying for Forest Management
 Cone Collection and Seed Orchards
 Design Guidelines for Forest Management
 Forest Ecosystem Classification for the Clay Belt Site Region
 Forest Inventory Procedure for Ontario
 Forest Regeneration Survey
 Forest Resources Policy and Procedures Directives and Bulletins
 Frost Hardiness Testing
 Guide to the Identification of Poplar Clones in Ontario
 Red Pine Plantation Growth and Yield Tables
 Scaling Instructions
 Silvicultural Manuals (equipment, species, working groups and records)
 Timber Management Planning for Crown Lands in Ontario (1986)
 Timber Sales Policy and Procedures Directives
 Timber Scaling Status System – User's Guide
 Woodlands Improvement Act Computer System Documentation

Outdoor Recreation Group

The group develops policies and programs to promote the recreational use and enjoyment of natural resources and the commercial use of fishery and wildlife resources. Fisheries

Branch manages the fisheries resources of Ontario, including planning and coordinating commercial use and sport-fishing opportunities. Parks and Recreation Areas Branch is responsible for operations, planning and development in provincial parks. Wildlife Branch is responsible for research, management planning, and policy development relating to game and non-game species of wildlife, wetlands and commercial trapping.

General Classes or Types of Records

Fisheries records contain information on aquatic surveys, boating, the commercial fishing industry, fish production and stocking, public involvement, sport fishing opportunities, fisheries research and fishing regulations. Parks records contain information on the identification and management of park resources, and the development of park facilities. Wildlife records contain information on game and non-game species, their habitat and its management, and on hunting and trapping. Also contain information on the enforcement of various acts administered by the ministry.

Acid Rain
Agreements and Contracts with Agencies and Private Sector
Aquatic Invertebrate
Boating and Marina Records
Case Law and Transcripts
Commercial Fisheries and Bait-Fishing Reports
Community Wildlife Involvement Program
Conservation Officers' Records
Creel Census Reports, Fish Surveys, Yield Estimates
Crown Land Recreation (non-park areas)
Distribution of Fish Tags, Signs
Dynamics of Fish Populations (habitat control, age)
Electrofishing Field Data
Endangered Species
Enforcement Occurrence Reports
Environmental Assessment for Wildlife
Fish Culture Stations (plans, production, specifications)
Fish Disease, Hatchery Disease, Fish Nutrition, Distribution
Fur Management
Game Policy (habitat and management – big game, upland game, waterfowl)
Hatchery Stocking, Transfers and Shipments
Hunting and Trapping Policies and Education
Inland Waters – Inventory
Lake Survey Data, Summary
Law Enforcement
Native People's Fisheries
Non-Game Policy and Management
Ontario Fisheries Information System (OFIS) and Technical Reports
Predator Control (wolves, coyotes, dogs)
Provincial Park Planning (development, operations, design, permits)
Rabies Research and Testing
Research on Wildlife/Fish Species and Habitat
Socio-Economic Studies (statistics on parks users, anglers, hunters)
Strategic Plan for Ontario's Fisheries (SPOF)
Stream Survey and Assessments
Trapping, Traps and Snares
Visitor Services in Parks
Water Sampling Analyses

Wetlands Inventory and Policy
Wildlife Policy Development, Extension and Education Services

Manuals

Issued to staff to provide guidelines, technical information, standards and techniques for management, planning, operations and research. Parks, Fisheries and Wildlife branches have general policies and procedures manuals as well as those listed below.

Big Game Mortality Assessment
Commercial Fishing Licence Conditions
Community Fisheries Involvement Program (CFIP) – Guidelines for Program Implementation
District Fisheries Management Planning
Earth and Life Science Reports
Electrofishing Guidelines and Procedures
Enforcement
Field Data Book
Habitat (fish and wildlife)
Handbook of Fish Culture
Hunter and Trapper Education
Instruction Manual for Sampling and Field Titration
Parks Capital Maintenance Standards
Provincial Park Development (management and planning)
Provincial Parks Operating Standards
Seasonal Staff and Uniforms
Strategic Plan for Ontario's Fisheries (SPOF)
Wetlands Classification

Lands and Waters Group

The group is responsible for the management of Crown lands and waters, water-management services, the acquisition and disposition of public lands, and the operation of continuing land-management programs. Also responsible for the management of mineral aggregates, fuel minerals (particularly in southern Ontario), surveying, land-related geographical referencing, mapping, remote-sensing services and other computer applications. It provides financial assistance, particularly to the 38 conservation authorities; undertakes research; and participates in the negotiation of Native land claims and other natural-resource issues.

General Classes or Types of Records

Contain information on legislation, policies and programs related to land and water management.

Acquiring Lands (Inter-Property Management (IPM))
Acreage Tax Roll
Aggregate Commodity Studies
Canada/Ontario Shore Damage Survey Base Maps
Conservation Authority Policies
Crown Land Survey Plans (opinions, field notes, microfilm)
Flood Plain Mapping
Fuel Minerals Operations and Policy
Grants to Conservation Authorities – Policies and Allocations

Horizontal and Vertical Control Survey (monument record, reference sketches, computer data)
 Hydrology, Hydraulics, Hydrometeorology – Technical Reports
 Indian Reserves and Bands Resource Policy
 Lake Planning
 Land and Water Management-Planning and Technical Guidelines
 Land Disposition Maps (G-Plans)
 Land Index Listing (Domesday Book)
 Land Titles (disposition documentation and applications, acquisition)
 Lands and Waters Program Policies and Approvals
 Lands and Waters Training Program Files, Audio-Visuals
 Map Project (artwork, airphoto, negative film)
 Mineral Aggregate Resources Policy (MARF)
 Mining Lands – Abandoned Mines
 Mining Leases and Licences of Occupation Roll
 Native Land Claims (negotiations)
 Northern Ontario Resources Transportation Committee
 Ontario Land Inventory Maps
 Pits and Quarries – Licences, Applications, Procedures, Rehabilitation Studies
 Pits and Quarries Act – Enforcement
 Private Forest Road Agreements (Public Lands Act)
 Public Forest Roads (Public Lands Act)
 Railroad Crossings – General
 Remote-Sensing Technology
 Resource Access Policy
 Resource Management Planning
 Resources Inventory (studies and maps)
 Satellite Imagery (computer tape, microfiche)
 Watershed Reports
 Water Management (engineering and design, energy conservation)

Manuals

Issued to field staff as guidelines and technical instructions.

Canada/Ontario Flood Guidelines (implementation of the Damage Reduction Program)
 Conservation Services Manual
 Instructions Governing Crown Land
 Land Management Policies and Procedures
 Map Production
 Name Ontario
 Resource Access Roads – Policy and Implementation
 Strategies and Guidelines
 Surveys and Plans

Southern Ontario Field Offices

Southern Ontario, with the northern administrative boundary of the French-Mattawa rivers, is headed by an assistant deputy minister responsible for the delivery of all ministry programs in southern Ontario. There are four regional offices and 21 district offices in southern Ontario.

General Classes or Types of Records

Contain information on the development, organization, administration and operation of programs in southern Ontario

including the Niagara Escarpment and aviation and fire management in some regions.

Aquatic Weed Control
 Canada-Ontario Rideau-Trent-Severn (CORTS)
 Canoe Routes
 Capital Development and Maintenance
 Commercial Fish Buy-Outs
 Conservation Officers' Weekly Activity Reports
 Crown Land Survey Plans (opinions, field notes, microfilm)
 Dams – Operation and Maintenance
 District Cutting Licences and Forest Management Unit Records
 Financial Audits of Conservation Authorities
 Illegal Occupations of Crown Land
 Map Project (artwork, airphoto, negative film)
 Mill Licence Reports
 Municipal Drains, Subdivisions
 Niagara Escarpment Plan
 Ontario Land Inventory Maps
 Remote-Sensing Technology
 Resource Status Reports (predator control, game harvest, wild rice, etc.)
 Road Construction, Maintenance, Bridges
 Satellite Imagery (computer tape, microfiche)
 Southern Ontario Guidelines for Work Program Planning
 Southern Ontario Regional Issues
 Strategic Fisheries Plans (regions and districts)
 Tenders, Agreements, Service Contracts (parks)
 Transportation of Dangerous Goods
 Tree Nursery Station Records (stock, container seed, chemical research, operations)

Manuals

Field offices have adapted ministry manuals to reflect their specific requirements.

Northern Ontario Field Offices

Northern Ontario, with the southern administrative boundary of the French-Mattawa rivers, is headed by an assistant deputy minister responsible for the delivery of all ministry programs in northern Ontario. There are four regional offices, 26 district offices, and the Aviation and Fire Management Centre in northern Ontario.

General Classes or Types of Records

Contain information on the ministry's programs and responsibilities in northern Ontario and on the Aviation and Fire Management Centre which sets policy, operates and maintains a fleet of aircraft, and coordinates provincial fire management and related telecommunications systems.

Agreements for Aviation and Fire Control (federal, resource sharing, interagency, interprovincial, district)
 Air Transport, Airbases
 Aircraft and Water Bombers (acquisition, disposal, operation, etc.)
 Canadian Armed Forces Search and Rescue
 Canoe Routes
 Capital Development and Maintenance

Chemical Fire Retardants
 China Project
 Commercial Aircraft Companies
 Communications Towers, Satellites, Licences
 Cottage Lot Program
 Crown Land Camping
 Dams – Operation and Maintenance, Generating Stations
 District Cutting Licences and Forest Management Unit Records
 Fire Decision Support System (detection, prevention, control operations)
 Fire Emergency Service (service centres, training)
 Fire Environment and Weather
 Fire Review Data (statistics, forest values)
 Flight Reports, Requests for Flying
 Law Enforcement (fire investigations)
 Lightning Locator Network
 Local Roads Boards, Cottagers Associations
 Mill Licence Reports
 Northern Fire Protection
 Prescribed Burning
 Provincial Fire Centre Operations Plan
 Quetico Foundation
 Railway Crossings
 Remote Sensing
 Road Construction, Maintenance, Bridges
 Solid Waste Disposal
 Strategic Fisheries Management Plans
 Tenders, Agreements, Concessions
 Tourism – Lake Inventory
 Tree Nursery Station Records (stock, seed, research and operations)
 Unauthorized Occupations of Crown land
 Work Permits

Manuals

The Aviation and Fire Management Centre provide staff with guidelines, technical assistance, standards and operating procedures related to fire detection, suppression, training and attack, prescribed burning, and the operation and maintenance of aircraft. Regional offices have adapted other ministry manuals to reflect their specific requirements.

Affiliated Agencies

Crown Timber Board of Examiners

The board has three members and sets written and practical examinations in wood measurement to determine eligibility of and recommend candidates for scaler's licences.

General Classes or Types of Records

Contain information relating to the activities of the board.

Administration and Minutes of Board Meetings
 Recommendations to the Minister

Game and Fish Hearing Board

The board hears appeals concerning commercial trapping, fishing, and bait-fish licences and makes recommendations

to the minister on whether or not a licence should be issued.

General Classes or Types of Records

Contain information relating to the activities of the board.

Appeals, Hearing Procedures
 Reports to the Minister

Lake of the Woods Control Board

The board has four members, one representing Canada, one representing Manitoba and two representing Ontario. Responsible for regulating the levels of the Lake of the Woods and Lac Seul and the flows of the Winnipeg and English rivers from the lake outlets to their confluence, and for controlling the diversion of water from Lake St. Joseph to Lac Seul under specified conditions.

General Classes or Types of Records

Contain information relating to the activities of the board.

Basin Management Studies
 Board By-Laws, Policies, Procedures
 Correspondence – Board and Basin Affairs
 Flow and Level Records

Ontario Fisheries Advisory Council

As a citizens' advisory body to the minister, the council makes recommendations on and monitors expenditures of revenues from sport-fishing licences.

General Classes or Types of Records

Contain information relating to the activities of the council.

Administration and Minutes of Council Meetings
 Reports to the Minister
 Submissions from the Public

Ontario Forestry Council

The council recommends to the Minister of Natural Resources appropriate objectives, priorities and funding for forestry research in Ontario. Its ten members are chosen from universities and the private and public sectors.

General Classes or Types of Records

Contain information relating to the activities of the council.

Minutes (associated background documents and reports)

Ontario Geographic Names Board

The board investigates the background of geographic names and recommends names to be used on maps subject to the approval of the minister.

General Classes or Types of Records

Contain information relating to the activities of the board.

Compilation of Official and Non-Official Names of
Topographic Features and Places
Names Submitted and Approved

Ontario Renewable Resources Research Review Board

The board has a chairman and 11 members who are chosen from universities, government and private industry. Responsible for recommending and reviewing financing for renewable-resource research at Ontario universities and comparable institutions.

General Classes or Types of Records

Contain information on the activities of the board.

Board Member Review Comments
Consultation with External Reviewers
Funding Applications
Research Projects – Final Reports

Ottawa River Regulation Planning Board

The board has seven members and was established under the terms of a Canada-Ontario-Quebec Agreement. Responsible for the preparation and continuing review of policies, guidelines and criteria for the integrated management of the principal reservoirs of the Ottawa River Basin in order to reduce flood damage along the river, its tributaries and in the Montreal area. Also responsible for the coordination of inflow forecasting, flow routing and optimization models that will reduce flood damage while having the least possible impact on users of the basin.

General Classes or Types of Records

Contain information relating to the activities of the board.

Basin Management Studies
Correspondence – Board and Basin Affairs
Level and Flow Records

Provincial Parks Council

As a citizens' advisory committee, the council reports to the minister on matters assigned to it concerning policy, planning, development, and management of the provincial parks system.

General Classes or Types of Records

Contain information on the activities of the council.

Assignments – Background Material
Reports to the Minister
Submissions from the Public

Rabies Advisory Committee

The committee, established in 1979, advises the minister on the development of suitable vaccines against rabies and an effective system for vaccinating wild animals. The six members are chosen from the academic community and the fields of biology, health and agriculture. The secretary is a public servant with the Ministry of Natural Resources.

General Classes or Types of Records

Contain information relating to the activities of the committee.

Correspondence (contractors and others)
Proposals for Rabies Research and Progress Reports
Publications on Rabies
Reports to the Minister, Cabinet Submissions
Trials of Rabies Vaccine in Baits

Shoreline Management Advisory Council

The council, which has nine members, solicits public opinion about shoreline management, serves as a source of general information and assists in an advisory capacity to make recommendations to the Minister of Natural Resources on issues relating to shoreline management.

General Classes or Types of Records

Contain information relating to the activities of the council.

Administration and Minutes of Council Meetings
Annual Report to the Minister
Submissions from the Public
Reports to the Minister

Sturgeon River, Lake Nipissing, French River Watershed Management Advisory Board

The board has nine members, residents of the watershed area, who advise the minister on watershed management and public education about the watershed.

General Classes or Types of Records

Contain information on the activities of the board.

Engineering Reports

Temagami Advisory Council

The Council, consisting of nine members, serves to provide advice on matters which relate to the land use and management of the natural resources in the Temagami District and to monitor and advise on the various construction phases of the Red Squirrel Road extension.

General Classes or Types of Records

Contain information relating to the activities of the Council.

- Administrative Documents
- Minutes of Council Meetings
- Reports to Ministers
- Correspondence and Briefs from the Public

Access

Freedom of Information and Privacy Coordinator
Corporate Policy Secretariat
Ministry of Natural Resources
Room 6440, Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1W3
Telephone: (416) 965-6371



A public reading room for the review of manuals and other information is open during regular office hours on the fourth floor of the Whitney Block at 99 Wellesley Street West, Toronto, telephone: (416) 965-6319. Publications, maps and licences are available in the Public Information Centre on the main floor at this location. A public reading room is also located at each regional office. Refer to the Government of Ontario Telephone Directory for addresses.

Niagara College of Applied Arts and Technology

Head

Chairman, Board of Governors
Niagara College of Applied Arts and Technology
P.O. Box 1005
Woodlawn Road
Welland, Ontario
L3B 5S2
Telephone: (416) 735-2211

Mandate

The mission of Niagara College is to provide a learning environment which is dedicated to satisfying the educational and skills development needs of the adult population both within and beyond the Niagara Region. Niagara College meets these needs through the provision of post-secondary, adult training and continuing education programs; targeted counselling and placement services; contract training; and specialized employer consulting services.

Organization

Niagara College is governed by a Board of Governors. The President, as the college's chief executive officer, is responsible for the day-to-day operations of the college. Reporting directly to the President are the Vice-President, Academic; Vice-President, Administration; Executive Dean responsible for special projects; and the Director, Planning, Research and Development. The college operates from thirteen campuses/centres in the Niagara Region and offers courses in 200 different locations. Administrative headquarters are located in Welland.

Divisions

Board of Governors

The college is governed by a Board of Governors comprised of 12 appointed external members, four elected internal members, the President (ex-officio), and an Executive Secretary to the Board. The Board is responsible for corporate management and direction.

General Classes or Types of Records

Contain information relating to the development of policy and procedures, program evaluations, and the general direction of the college.

Bylaws
Minutes of the Board and Standing Committees

Office of the President

The President is responsible for the overall administration of Niagara College. The Vice-President, Academic; Vice-President, Administration; Executive Dean; and the Director, Planning, Research and Development report directly to the President.

General Classes or Types of Records

Contain information on the corporate management of the college as described in the introduction to this directory. Also contain information on the scheduling of student and faculty timetables and the college's program review function.

Program Review Reports
Student/Faculty Timetables

Manuals

Issued to staff to provide information on policies and administrative procedures.

College Policy and Procedures Manual

Office of the Vice-President, Administration

The Vice-President, Administration is responsible for the financial management and a variety of support services within the college. Reporting directly to the Vice-President are the Directors of the Computer Centre, Financial Services, Marketing and Information Services, Personnel Services, Property and Plant, Student Services and the Registrar. The division functions include the management of financial matters including budget, audit, revenue, payroll, college and student insurance; and the provision of support services including purchasing, receiving, inventory control, bookstore, computer services for academic and administrative staff and students, print materials of the college including all marketing information, student enrolment, records and registration functions, learning resource centres, telephone system, property and plant concerns, media services, financial aid and awards for students, athletics, health services, counselling, job placement, cooperative education placements, education and employment equity, pay equity and human resource management.

General Classes or Types of Records

Contain general administrative records as described in the introduction to this directory, as well as operational records common to community colleges relating to the enrolment and registration of students, the provision of students services listed above and the management of human resource services.

Manuals

Contain personnel policies and procedures and guidelines on employee benefits.

Benefit Guide
Hiring Practice Handbook

Office of the Vice-President, Academic

The Vice-President, Academic is responsible for the development and delivery of full-time and part-time academic programs and courses in the areas of Applied Arts, Applied Science and Technology, Business and Health Sciences. Major program areas are communications, creative arts, human services, social sciences and general studies, chemical, computer, electrical, horticultural, manufacturing, mechanical, construction, apprenticeship and skilled trades training, applied management, tourism and hospitality, office administration, mathematics, specialized business program, nursing, applied health and preschool education. Also reporting to this office is the Director of Continuing Education Services who, in addition to credit and non-credit, vocational and general interest evening courses, also administers government-sponsored programs such as Ontario Skills, Ontario Skills Development Office, Youth Employment Counselling Centres and FUTURES, and Contract Teaching Services for the Community.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs and the operation of government-sponsored programs.

Office of Executive Dean

The Executive Dean has responsibility for special projects which include Coordination of Operational Reviews, Liaison with Student Administrative Council and Student Senate, Professional Development for Experienced Faculty and Support Staff, and the development of a process for the retention of students from application to graduation.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs.

Office of Director, Planning, Research and Development

The Director, Planning, Research and Development is responsible to the President for the strategic planning process of the college, the development of new revenue-generating initiatives, international education, and the Innovation Centre.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the college direction, program development and new ventures.

Access

Freedom of Information and Privacy Coordinator
President's Office
Niagara College of Applied Arts and Technology
P.O. Box 1005
Woodlawn Road
Welland, Ontario
L3B 5S2
Telephone: (416) 735-2211



A public reading room for the review of manuals and other information is open during regular office hours at Woodlawn Road, Welland.

Niagara Parks Commission

Head

Chairman of the Niagara Parks Commission
2nd Floor, Oak Hall
7400 Portage Road South
P.O. Box 150
Niagara Falls, Ontario
L2E 6T2
Telephone: (416) 356-2241

Mandate

To preserve the natural integrity of Queen Victoria Park, the Niagara Parkway and other lands under its jurisdiction through restoration, preservation and beautification activities for the enjoyment of millions of yearly park visitors from all over the world, while simultaneously maintaining financial self-sufficiency.

Organization

The commission's head office is in Niagara Falls. The commission is organized into nine departments. Programs are administered and the public is served directly by the head office as well as by retail stores, food and beverage facilities, various attractions, campgrounds, historic sites, and golf courses, located throughout the areas under the commission's jurisdiction.

Divisions

General Manager

The general manager acts as secretary to the commission and is responsible for the overall operation of the Niagara Parks Commission which includes these departments: Administration; Attractions; Finance; Food Services; Horticulture; Planning and Development; Police; Public Relations and Advertising; and Retail Operations. Provides staff support to the chairman who reports to the Minister of Tourism and Recreation.

General Classes or Types of Records

Contain information on general administration, internal reports and information requests and inquiries from the general public, liaison with local municipalities and Ontario Government ministries.

- Advertising
- Annual Report
- Applications for Privileges
- Capital Works Projects and Major Maintenance
- Commission Meetings (agendas, minutes, correspondence)

- Concession and Rental Agreements and Correspondence
- Development Within and Adjacent to Commission Lands
- Drummond Hill Cemetery Records
- Grants in Lieu of Taxes
- Group Tour Files
- Horticultural Practices and Procedures
- Local Municipalities, By-Laws, Zoning
- Niagara Falls Illumination Board
- Niagara Parks Commission Concessions (internal reports and statistics)
- Occupational Health and Safety (inspection reports, training)
- Parking and Traffic
- Police Files (permits, investigations, occurrences)
- Properties Files (acquisitions, deeds, surveys, easements)
- School of Horticulture Files
- Special Events (tours, band concerts, film productions)
- Water Rental (Ontario Hydro and Canadian Niagara Power Co.)

Manuals

Instructional in nature and supplied to appropriate police staff to outline correct procedures and areas of responsibility.

- Police Officer's Handbook
- Seasonal Officer's Handbook

Access

Information and Privacy Administrator
The Niagara Parks Commission
P.O. Box 150
Niagara Falls, Ontario
L2E 6T2
Telephone: (416) 356-2241



A public reading room for the review of manuals and other information is open during regular office hours at Oak Hall, 7400 Portage Road South, Niagara Falls.

Northern College of Applied Arts and Technology

Head

Chairman, Board of Governors
Collège Northern College of Applied Arts and Technology
P.O. Box 2002
South Porcupine, Ontario
P0N 1H0
Telephone: (705) 235-3211

Mandate

Collège Northern College provides practical, career-oriented education for post-secondary and adult students from the Districts of Cochrane and Temiskaming as well as other areas of Ontario.

Organization

Collège Northern College is governed by a 17-member Board of Governors which includes four non-voting members from faculty, support staff, student and administration groups and the President as ex-officio member. The college is organized into four administrative divisions and one academic division comprised of the schools of Health Sciences, Business, Technology and Applied Arts. There are five campuses in Moosonee, Kapuskasing, Timmins, Kirkland Lake and Haileybury, with several smaller educational centres spread throughout the area. Administrative headquarters are located in Timmins.

Divisions

Board of Governors

The Board of Governors is appointed by the Council of Regents and establishes college goals and policies and oversees college operations. The Board has three standing committees: Executive; Finance, Administration and Properties; and Staff and Student Affairs. The college auditor and the James Bay Education Centre Advisory Board report directly to the Board of Governors.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives, and the general direction of college operations. Also contain information relating to the James Bay Education Centre Advisory Board.

Board of Governors Bylaws
Board of Governors and Standing Committee Minutes
James Bay Education Centre Advisory Board Minutes

President's Office

Appointed by and responsible to the Board of Governors, the President is chief executive officer responsible for managing the business affairs of the college. The Publicity, Planning and Information Office reports directly to the President.

General Classes or Types of Records

Contain information on the management of the college and the college's publicity and public relations functions.

Manuals

Issued to staff on policies approved by the Board of Governors and on administrative procedures for the college.

Board of Governors Policy Manuals
College Administrative Procedures

Academic Division

The division provides educational programs to full-time students in the schools of Business, Health Sciences, Technology, and Applied Arts. It also administers the Porcupine, Kirkland Lake, and Kapuskasing campuses as well as the Haileybury School of Mines and the James Bay Education Centre.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs.

Manuals

Issued to students and containing information on policies, rules, regulations and guidelines for educational programs.

Student Handbook

Student Services

The Dean of Student Services administers student admissions and enrolment, student affairs and counselling, and marketing of the college's programs. The division also manages the student record information system for the college.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the enrolment and registration of students and the provision of student services.

Manuals

Issued to students and containing information on student services and academic policies and procedures.

Student Services Handbook

Finance, Administration and Physical Plant

The division is responsible for the management of the college's physical plant and ancillary operations (bookstore, student and staff residences) and for finance and administrative support services.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory as well as information relating to the operation of Kirkland Lake Campus Student Residence and the James Bay Education Centre's Faculty Housing.

Human Resources

The division provides personnel and human resource management services for the college.

General Classes or Types of Records

Contain general administration and operational records as described in the introduction to this directory, relating to human resource management. Also contain special reports on specific aspects of the college's human resource planning.

Special Reports on Early Retirement, Professional Development and Manpower Planning

Manuals

Issued to division staff relating to personnel and human resources practices.

Human Resources Procedures
Personnel Manual

Special Programs

The division is responsible for the negotiation and administration of all federal government direct and indirect seat purchase programs, continuing education, the college Innovation Centre, and Ontario government-sponsored programs such as FUTURES, Ontario Basic Skills and the Ontario Skills Development Office.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to government relations and the administration of government-sponsored programs.

Access

Freedom of Information and Privacy Coordinator
Collège Northern College of Applied Arts and Technology
P.O. Box 2002
South Porcupine, Ontario
P0N 1H0
Telephone: (705) 235-3211



A public reading room for the review of manuals and other information is open during regular business hours at the South Porcupine Campus.

Ministry of Northern Development and Mines

Head

Minister of Mines
Minister of Northern Development
10th Floor, 10 Wellesley Street East
Toronto, Ontario
M4Y 1G2
Telephone: (416) 965-3707

Mandate

The ministry's mandate is to stimulate economic and social development in northern Ontario, coordinate the policies and programs of other ministries to ensure that the special needs of northerners are addressed by the government, and encourage and regulate the orderly development and use of the province's mineral resources.

Organization

The ministry is organized into four divisions and 19 branches. It has offices in Toronto and a network of two regional offices and 45 field offices throughout northern Ontario. Plans are currently underway to relocate the Deputy Minister's Office, the Corporate Services Division, the Mines and Minerals Division, and the Northern Development and Transportation Division to Sudbury. A small staff group will remain in Toronto.

Divisions

Mines and Minerals Division

The division develops and administers mineral resources policies; maintains statistics on mineral economics; administers the Mining Act and the Ontario Mineral Exploration Act; undertakes geological, geophysical, and geochemical surveys, mineral deposit studies, and geochronology studies; develops new exploration techniques; compiles exploration reports, drill-hole logs, mineral deposit data, and rock chemical databases; and maintains a mines library. The division comprises: Mineral Development and Lands Branch; Ontario Geological Survey; two Mineral Development Branches (northeastern and northwestern regions); Land Management Branch; and Southern Ontario Group.

General Classes or Types of Records

Contain information on mines and minerals policies and programs.

Assessment Documents
Environmental Records
Geoscience Laboratory Analyses

Land-Roll Files
Market Analyses
Mineral Commodities
Mines and Minerals Policies and Options
Mining Claim Record Sheets
Project Proposals
Research Studies
Resource-Base Studies
Statistical Reports
Task Force Reports

Manuals

Issued to ministry staff and available to the public to provide guidelines on administrative procedures and operational policy.

Geoscience Laboratories Manual
Guide to Authors
Guide to Leaders of Field Parties
Guide to Legislation Affecting Mining in Ontario
Review Geologists' Guide

Northern Development and Transportation Division

The Northern Development and Transportation Division is responsible for policy and program development for northern Ontario. It also sets the priorities and funding for the Highway Construction Program and the Remote Airports Program in northern Ontario and provides rail, bus, ferry, air and telecommunications services to northern Ontario through the Ontario Northland Transportation Commission (ONTC). The division is divided into the Northeastern and Northwestern Regional Offices and the Policy and Program Development Branch. Thirty Northern Affairs Officers provide program-delivery and information services for northern Ontario.

General Classes or Types of Records

Contain information on policy, planning and procedures for all programs and economic and social activities delivered by the ministry. Also contain general information on federal and provincial programs.

Commission Reports
Committee Reports
Policy and Planning
Program Files
Project Files
Public Surveys
Research Reports
Task Force Reports

Manuals

Issued to ministry staff and Local Services Boards to provide guidelines and interpretations for the Local Services Board legislation.

Local Services Board Accounting Manual
Local Services Board Operations Manual

Corporate Services Division

The division is responsible for external communications, customer services, financial management, corporate policy and planning, records management, library services, legal services, centralized word-processing services, employee counselling and training, purchasing, mail services, office services, and administration. The division comprises: Communications Services Branch; Corporate Policy and Planning Branch; Financial Services Branch; Legal Services; Human Resources Branch; Relocation Project; Information Technology and Office Services; and Audit Services.

General Classes or Types of Records

Contain general administrative records as described in the introduction to this directory. Also contain information on financial, policy and planning matters, personnel policies, communications materials, and government programs.

- Planning Files
- Program Files
- Project Records
- Public Surveys
- Staff Research Reports
- Statistical Reports

Manuals

Issued to head office and branch staff to provide guidelines on administrative and operational policy and procedures.

- Administrative Services
- Financial Procedures
- Human Resources

Affiliated Agencies

Northern Development Councils

These councils provide advice on regional economic and social matters concerning northern Ontario.

General Classes or Types of Records

Contain information on general administrative, policy and planning matters.

Northern Development Councils Chairmen's Advisory Committee

The committee receives information concerning the individual development councils and provides advice on issues affecting northern Ontario.

General Classes or Types of Records

Contain information on general administrative matters, correspondence, minutes of meetings, financial, policy and planning matters and issues.

Northern Ontario Heritage Fund Corporation

The corporation provides advice to the government, carries out studies and provides financial assistance for the enhancement and diversification of the northern Ontario economy.

General Classes or Types of Records

Contain information on general administrative matters, correspondence, minutes of meetings and financial and economic issues.

Access

Information and Privacy Coordinator
Ministry of Northern Development and Mines
56 Wellesley Street East
Toronto, Ontario
M4Y 1G2
Telephone: (416) 963-3272



Two public reading rooms for the review of manuals and other information are open during regular office hours in the Mines Library on the eighth floor at 77 Grenville Street, Toronto, and in the library on the eighth floor at 10 Wellesley Street East, Toronto.

Ontario Food Terminal Board

Head

Chairman of the Board
Ontario Food Terminal Board
165 The Queensway
Etobicoke, Ontario
M8Y 1H8
Telephone: (416) 259-5479

Mandate

The responsibilities of the board are to: acquire, construct and operate a wholesale fruit and produce market in the County of York known as the Ontario Food Terminal; acquire and operate facilities for the transportation and handling of fruit and produce for the purposes of the terminal; and perform such acts as may be necessary or expedient to carry out its operations and undertakings.

Organization

The board consists of seven members appointed by the Lieutenant Governor in Council. The board is given the responsibility of carrying out all regulations laid down under the act. The terminal is a self-sustaining public utility covering its operating expenses through fees and rentals. The board is organized with one Administration Department where all tenant files and cold storage records are maintained.

General Classes or Types of Records

Contain general administrative information.

- Rentals and Fees
- Requests for Space
- Tenant Files

Access

Information and Privacy Coordinator
Ontario Food Terminal Board
165 The Queensway
Etobicoke, Ontario
M8Y 1H8
Telephone: (416) 259-5479



A public reading room for the review of manuals and other information is open during regular office hours at 165 The Queensway, Etobicoke.

Ontario Hydro

Head

Chairman of the Board
700 University Avenue
Toronto, Ontario
M5G 1X6
Telephone: (416) 592-6205

Mandate

Ontario Hydro operates under the authority of the Power Corporation Act. The corporate goal is to meet the requirements of the Ontario community for electric service, including the manner of its provision, so as to result in the greatest overall benefit to the community and in the lowest cost to the customer for that service over the long term.

Organization

The business and affairs of Ontario Hydro are directed and controlled by a board of directors. The corporation is organized into an executive office, nine branches, and 36 divisions including six regions. Within the six regions there are 48 area offices. Note that the primary organizational unit at Ontario Hydro is the branch rather than the division.

Divisions

Board of Directors and Executive

The Board of Directors controls and directs the business and affairs of Ontario Hydro and provides direction to the chairman and president. The function of the Executive is to manage the corporation in conformance with direction from the Board of Directors, and the chairman on its behalf.

General Classes or Types of Records

Contain proceedings of the board of directors and its committees, minutes of executive and senior management meetings, and executive office correspondence.

Memoranda for Executive Approval
Memoranda to the Commission/Board of Directors
Minutes of Meetings (commission/board of directors, committees to the board, executive office and senior management committees)

Manuals

Ontario Hydro's management system is documented in a series of manuals constituting the comprehensive, authorized reference for the manner in which Ontario Hydro is organized and operated. These manuals are issued to managers throughout the corporation to assist them in carrying out their functions.

Organization Manual
Organizational Authority Register
The Organization and Operation of Ontario Hydro (OOOH)

Audit Division

This division provides objective assurance to management concerning the quality of internal control and the degree of economy, efficiency and effectiveness in Ontario Hydro, with a view to action being taken for improvements where warranted.

General Classes or Types of Records

Contain information resulting from audits of Ontario Hydro's operations.

Manuals

Issued to Audit Division staff to provide detailed guidance on the planning and conducting of audits.

Financial and Computer Audit Policies and Procedures
Operational Audit Handbook

Law Division

The Law Division is responsible for ensuring that Ontario Hydro's rights are identified and protected; that operations are conducted in compliance with legal requirements; and that Ontario Hydro is provided with legal advice and services conducive to effective operation.

General Classes or Types of Records

Contain legal information supporting the corporation's powers, rights and duties, the conduct of its business, and its relationship to others.

Arbitration Records
Bonds, Notes and Debentures Files (working papers)
Claims Correspondence
Labour Relations Files (working papers)
Litigation Records
Municipal Pension Files
Patent, Trademark and Copyright Files
Pension Plan and Investments
Property (working papers)

Corporate Planning Branch

This branch helps to shape Ontario Hydro's future by meeting requirements for integrated predictions, strategies, programs and Bulk Electricity System plans and for physical research and development.

General Classes or Types of Records

Contain forecasts, strategies, studies and programs supporting corporate and system planning and provide information about physical research, testing and development.

- Bulk Electricity System Policy and Strategy
- Capital Construction Program Records
- Corporate Business Planning and Budget Programming
- Corporate Strategy and Results
- Economic Forecasting and Analysis
- Environmental Policy Records
- Interconnection Records (including buy-and-sell contracts)
- Load Forecasting Files and Reports
- Non-Utility Generation Records
- Operations Research
- Power System Studies
- Regional Supply Planning Records (Bulk Electricity System)
- Research Contracts (government and non-government)
- Research Reports and Abstracts (chemical, civil, electrical, mechanical, metallurgical, environmental, and operations research)
- Research Special Projects
- Research Testing and Inspection Reports
- Resource Prediction and Planning Records (Bulk Electricity System)
- System Planning Studies
- Transmission Planning Records (Bulk Electricity System)

Manuals

Issued to staff members to provide guidance in planning the Bulk Electricity System, and to managers to supervise and monitor such activity.

- Branch Management and Administration
- Capital Construction Program and Procedures
- Capital Construction Program Work Schedule and Indexes
- Corporate Business Planning Guidelines

Corporate Relations Branch

Corporate Relations Branch contributes to the Ontario community's and employees' understanding and acceptance of Ontario Hydro's policies, plans and activities. The branch ensures that other units are aware of, and sensitive to, public concerns and that these factors are considered in Hydro's decision-making.

General Classes or Types of Records

Contain information provided to employees and the public to keep them informed about Hydro's policies, plans and activities. Also contain documents designed to keep Hydro informed of and sensitive to the concerns of the public.

- Advertising Records
- Analyses of Government Plans and Activities Affecting Hydro
- Community Impact (agreements management, program and policy development, studies and surveys)
- Corporate Communications Plans and Programs
- Corporate Relations Outlook, Objectives, Strategy and Performance Records
- Employee Communications Plans and Programs

- Employee Publications (bulletins, media activity reports, videotapes and transcripts of internal news broadcasts)
- Enquiry Information
- Minutes of Hydro/Government Meetings
- Public Attitude Research Studies
- Public Consultation Program
- Public Hearings and Government Committee Transcripts, Exhibits and Associated Records

Manuals

Provide staff with policies, goals, objectives and procedures for corporate relations.

Branch Management and Administration

Design and Construction Branch

This branch plans and implements additions, major modifications, rehabilitations and terminations to the Bulk Electricity System and associated facilities, including all related technical and construction services, in a safe, timely and economic manner with regard for the environment and required levels of facility performance.

General Classes or Types of Records

Contain information relating to the site selection, design, engineering, procurement, construction, and commissioning of generating, transmission and related facilities.

- Commissioning Records
- Community Impact Studies and Correspondence
- Computer Simulation (nuclear station facilities)
- Construction Deficiency Reports
- Construction Permits and Approved Drawings
- Construction Progress Photographs
- Contract Purchase Files (including tendering documents)
- Crossing Files (correspondence and prints)
- Design Correspondence (generating stations, heavy water plants, transmission lines, transformer stations, telecommunications, and rehabilitation projects)
- Design Reports, Studies, Notes and Change Documentation
- Engineering Cost Reports, Evaluations and Consultants Records
- Environmental Assessments and Impact Studies
- Fusion Engineering Materials Program Correspondence and Reports
- Geotechnical Records and Reports
- Hydraulic Survey Data (including water elevations, flows and discharges)
- Licensing Documentation (nuclear stations)
- Lines and Stations Construction (methods studies and engineering notes)
- Maps, Drawings and Associated Registers
- Nuclear Safety Analysis Records and Reports
- Nuclear Verification, Qualification and Testing
- Plant Performance Records (all stations)
- Pressure Vessel Test Records
- Quality Assurance Audits (nuclear stations)
- Quality Engineering Records

- Radioactive Waste Management Design
- Reliability and Maintainability Standards, Specifications and Reports
- Route and Site Design
- Safety Reports
- Scheduling Documents (coordinating and control schedules)
- Specifications (technical, design, performance and standard)
- Structural and Stress Analysis
- Survey and Mapping
- Water Diversion Records (international and interprovincial)

Manuals

Contain policies, directives, standards, operational guidelines and quality engineering requirements for all phases of design and construction.

- Branch Management and Administration
- Construction Practices
- Design (nuclear stations)
- Design and Construction Requirements
- Design Standards, Specifications and Practices
- Generation Policies and Procedures
- Nuclear Construction Requirements
- Procurement Procedures
- Project Planning and Scheduling System
- Quality Assurance (nuclear)
- Quality Control Procedures
- Quality Engineering
- Reliability and Maintainability
- Safety
- Transmission Policies, Procedures and Directives

Energy Management Branch

The goal of Energy Management Branch is to meet the requirements of Ontario Hydro for the efficient utilization of electricity and its complementary services, the utilization of heat energy and the performance of regulatory functions, in a manner that contributes to the overall benefit of the Ontario community.

General Classes or Types of Records

Contain information on programs, customer relations, rate policies and structures, and the sale of Ontario Hydro's products, services and technologies to external markets.

- Advice and Service to Customers (municipal, direct and rural subtransmission customers)
- Contracts, Agreements and Rights Acquired
- Customer Relations and Marketing Training Records
- International Projects and Marketing
- Power Contract Files (industrial direct, municipal and rural subtransmission customers)
- Rate Policies, Principles and Rate Structures
- Regulatory Records (regulatory functions assigned by statute excluding electrical inspection)
- Utilization of Electricity Files, Reports and Surveys

Manuals

Provide staff with guidelines, technical information and standards to assist them in providing advice and service to customers, and performing various regulatory functions assigned by statute.

- Branch Management and Administration
- Customer Service
- Energy Utilization

Finance Branch

The Finance Branch is responsible for the effective financial management of all resources. It provides financial information on the results of the activities of Hydro and its trust funds; ensures compliance with relevant statutory, legal, and contractual obligations; provides centralized accounting services; and supports the corporation in meeting its obligations as trustee of the pension and insurance fund.

General Classes or Types of Records

Contain information relating to financial management, accounting, administration and control, including policies and procedures in support of the corporate accounting, comptrollership, treasury, trustee administration functions.

- Accounting Policy Files
- Asset Accounting Studies and Reports
- Billing and Collection Records
- Bond Issues
- Bonds and Notes Payable
- Cash and Banking Records
- Corporate Agreements Accounting
- Cost of Power Allocation
- Debt Management Records
- Employee Benefits Valuation and Cost Data
- External Audit Files
- Financial Claims
- Financial Forecasts, Projections and Statements
- Fixed Assets and Depreciation Records
- Foreign Exchange
- General and Subsidiary Ledgers
- Investment Records (including pension and insurance fund)
- Investor Relations Records
- Risk Management Records
- Statistical Information Files for External Institutions
- Taxation Records

Manuals

Issued to staff members to provide policies and detailed guidance in performing accounting, administration, comptrollership and treasury functions, and to managers and supervisors for monitoring such activities.

- Accounts Register
- Branch Management and Administration
- Corporate and Divisional Accounting Procedures
- Corporate Bonds Accounting System
- Corporate Budget Procedures
- Corporate Financial Evaluation

Human Resources Branch

This branch provides Ontario Hydro with leadership and services to maintain human resources capable of accomplishing the corporate program in a work environment conducive to high levels of productivity and job satisfaction and in a manner consistent with the corporation's social responsibility.

General Classes or Types of Records

Contain information on health and safety and on the selection, placement, treatment, compensation, training and development of Ontario Hydro employees.

- Affirmative Action Program Records
- Compensation Surveys and Reports
- Construction Labour Relations Files (including accreditation, grievances, negotiations and agreements)
- Construction Trade Benefits Files
- Contractors Files
- Employee Accident Statistics
- Employee Benefits Program Records
- Health and Safety Program Records
- Human Resources Information Systems
- Human Rights Statistics and Reports
- Industrial Hygiene Records
- Industrial Labour Relations Files (including advice and negotiations)
- Job Rating Challenge Case Files
- Joint Society-Management Committee
- Labour Relations Bargaining Surveys
- Labour Requirements Files and Summary Cards
- Master Wage and Salary Schedules
- Morbidity and Mortality Statistics
- Municipal Utility Negotiations and Agreements
- Pension and Insurance Administration Files
- Radiation Dose Control Program Records
- Radiation Safety Documentation
- Retirement Board of Review
- Safety Studies, Statistics and Reports
- Salary Administration Reports
- Union Jurisdiction Files
- Work Stoppage Files

Manuals

Contain personnel policies and procedures and safety regulations which have been approved for uniform application throughout the corporation.

- Benefits Guide
- Branch Management and Administration
- Corporate Safety Rules
- Handbook for the Handling, Storage and Transportation of Explosives
- Job Evaluation
- Personnel Policies and Procedures
- Radiation Protection Regulations

Production Branch

Production Branch contributes to the corporate goal by effectively utilizing generating facilities and integrating the utilization of Bulk Electricity System facilities and other available resources to produce and supply electricity.

General Classes or Types of Records

Contain documentation relating to the production of electricity at nuclear, thermal and hydraulic generating facilities and the distribution of electricity throughout the Bulk Electricity System, including the interconnected systems.

- Boiler and Pressure Vessel Inspection and Certification
- Bulk Electricity System Data (including system operation, limitation and reliability reports, system conditions, load and demand reports, and incidents of major importance)
- Computer Simulation Records for Reactor Operation and Nuclear Plant Performance
- Drawings and Construction Photographs (nuclear, thermal and hydraulic stations)
- Environmental Monitoring Records (nuclear and thermal stations)
- Equipment Technical Files and Drawings (hydraulic stations)
- Fuel Inventory, Analysis and Consumption Records (nuclear and thermal stations)
- Heavy Water Inventory and Utilization Data
- Hydraulic Stations, Reservoirs and Control Structures Operational Procedures
- Hydraulic Watershed Files and Reports (including aerial photographs, water levels, discharges, flows, river charts)
- In-Service and Commissioning Reports (nuclear and thermal stations)
- Information Reports (nuclear stations)
- Inspection, Maintenance and Reliability (nuclear, thermal and hydraulic stations)
- Interconnection Data (including agreements, billings, import/export)
- Licensing Documentation (nuclear stations)
- Load Management Data
- Materials and Equipment Certification, Analysis, Examination and Testing (history dockets)
- Meteorological Data (monitoring and forecasting)
- Operating and Production Records (nuclear, thermal and hydraulic stations)
- Periodic Inspections (nuclear stations)
- Plant Operating Logs (nuclear and thermal stations)
- Plant Performance (nuclear and thermal stations)
- Prescribed Substance Records (fuel and heavy water)
- Quality Assurance Audits (nuclear facilities)
- Radioactive Waste Records (transportation and storage)
- Reactor Safety Analysis Data
- Regulatory Bodies and Commissions Documentation
- Safety Systems Test Records and Reports
- Significant Event Reports (nuclear stations)
- System Control Centre Operating Records
- Training Simulator and Test Results
- Tritium Management Summaries

Water Treaty Documentation (including water power leases and licences of occupation, diversion treaties and boards of control)
Weld Quality Control Records (nuclear and thermal stations)
Work Protection Documents (nuclear and thermal stations)

Manuals

Provide staff with policies, procedures and standards for operating, maintaining and integrating the Bulk Electricity System.

Branch Management and Administration
Commissioning
Hazardous Materials
Operating and Maintenance (equipment and facilities)
Outage System Descriptive Manuals
Plant and Station Instructions
Quality Assurance (nuclear)
Reliability
Safety
Standing Instructions for Operation of the Bulk Electricity System
Training

Regions Branch

This branch strives to meet the requirements of customers for electric energy so as to result in a reliable, effective and efficient provision of electricity and services to the community with the overall costs and benefits being shared equitably by the customers.

General Classes or Types of Records

Contain information relating to the commissioning, operation and maintenance of the transmission and distribution systems and the provision of electricity to customers.

Accident Prevention Records
Communications (including radio, microwave and telephone)
Contracts, Agreements and Rights Acquired or Granted to Others
Customer Service and Billing Files (municipal utilities, retail and direct customers)
Electrical Inspection Reports and Files
Engineering, Operating and Maintenance Records (distribution lines and stations)
Field Marketing and Energy Utilization Records
Forestry and Environmental Records
Hardware, Tools and Equipment Files
Operating and Maintenance Records (hydraulic generating stations, transmission lines and stations)
Operation and Maintenance Records (remote and northern communities)
Power Contract Files
Property Acquisition, Expropriation and Sales Records
Provision of Service to Customers Files
Rates and Service Classifications
Regional Disbursements
Security Reports and Files

Transport, Work and Service Equipment Records (including aircraft)

Manuals

Provide staff with guidelines, technical information and standards to assist them in providing service to customers, performing electrical inspections and operating the transmission and distribution systems.

Branch Management and Administration
Customer Service (municipal, retail and direct)
Electrical Inspection
Fleet and Helicopters
Trades and Operating Manuals for Transmission Operations and Retail Distribution Systems

Supply and Services Branch

This branch is responsible for providing specified supplies and services including material, information, real estate and security, to meet the needs of all units of Ontario Hydro.

General Classes or Types of Records

Contain information on corporate procurement of fuels and materials, acquisition and management of real estate, computer-based information management systems, and security of corporate facilities.

Construction and Publicity Photographs, Motion Pictures and Video Tapes
Employee Housing Assistance Plan Records
Financial Assessments of Material Vendors
Fuels and Materials Specifications, Tenders, Purchase Orders, Contracts and Agreements
Information Systems Planning, Operation and Communication Records (including computer security evaluations)
Procurement Planning Studies and Reports
Quality Assurance Audit Reports, Material Control and Inventory
Real Estate Acquisition and Management
Real Estate Assessment and Taxation
Real Estate Rights and Transactions
Security Studies, Investigations and Reports

Manuals

Contain policies, procedures, standards and guidelines for the use of employees who have accountability and responsibility for performing supply, real estate, security and information management functions.

Branch Management and Administration
Delivery Assurance Procedures
Purchasing Policies and Procedures
Quality Assurance
Real Estate Acquisition and Appraisal
Real Estate Management
Security Guide
Security Policies and Procedures
Surplus Disposal Policies and Procedures
Transportation

Access

Freedom of Information and Privacy Coordinator
Ontario Hydro
H19 D16
700 University Avenue
Toronto, Ontario
M5G 1X6
Telephone: (416) 592-6205



The Public Reference Centre for the review of manuals and other information is open during regular office hours on the mezzanine level at 700 University Avenue, Toronto.

Ontario Institute for Studies in Education

Head

Chairman of the Board
Ontario Institute for Studies in Education
252 Bloor Street West
Toronto, Ontario
M5S 1V6
Telephone: (416) 923-6641

Mandate

The Ontario Institute for Studies in Education (OISE) conducts studies of matters and problems relating to education, disseminates the results, and assists in the implementation of the findings of educational studies; and establishes and conducts courses leading to certificates of standing and graduate degrees in education, as required by the Ontario Institute for Studies in Education Act.

Organization

The institute consists of nine academic departments, nine field centres, six internal research centres and a number of units serving the internal community (e.g., Personnel), the public (e.g., OISE Press), or both (e.g., Conference Centre). Each division reports to one or more of three Assistant Directors. The Assistant Directors report to the Director, who is responsible to a Board of Governors appointed by the Legislative Assembly of Ontario.

Divisions

Office of the Director

Responsible for general administration of the institute and the provision of secretarial support to the Board of Governors and the Institute Programs Council. The office also provides public communications functions and support for the Alumni Association, awards committee, and special/social events.

General Classes or Types of Records

Contain information relating to the management and supervision of the institute, relations with ministries of the Ontario government, granting agencies and other universities, and the institute's public communications activities.

Agreements of Cooperation with Nanjin University,
China, and Kyusugu University, Japan
Alumni Association Minutes, Newsletters,
Correspondence, Financial Records
Board of Governors' Minutes (Board and committees)
Educational Association Correspondence and
Agreements

Financial Records – Varsity Fund, Jackson Memorial Fund, H.H. Stern Memorial Fund, Other Donor Funds
Government Relations (Ministry of Education, Ministry of Colleges and Universities)
Information Provided to National and International Directories Regarding the Institute
Institute Research Project History Indices
Joint Council on Education (Ontario Institute for Studies in Education/University of Toronto) Minutes
Ontario Institute for Studies in Education Awards Committee – Annual Criteria for Selection, Announcements of Awards
Press Releases
Staff and Student Associations
TV Ontario

Office of Assistant Director (Academic)

This office is responsible for conduct of the instructional program, liaison with the University of Toronto School of Graduate Studies, faculty appointments, and the effective operation of the OISE Psychoeducational Clinic, Instructional Resources Development Unit and R.W.B. Jackson Library.

General Classes or Types of Records

Contain information relating to the development of academic programs and the effective operation of associated teaching and service units.

Development and Delivery of Academic Programs
Distance Education Technology and Programming
Faculty Matters and Academic Policy Issues
Psychoeducational Clinic – Training and Service Functions
R.W.B. Jackson Library Operations
University of Toronto Liaison Records

Office of Assistant Director (Field Services and Research)

This office has overall responsibility for general administration of the internal research centres and the field centres, administration of the annual Ministry of Education Transfer Grant, and for solicitation, vetting and administration of sponsored research contracts and grants.

General Classes or Types of Records

Contain information on all aspects of the educational research, field development and dissemination activities of the institute.

External Funding Agencies
Field Services and Research Standing Committee
Minutes and Materials
Funded Projects (grants and contracts)
Project Proposals – Pending and Rejected
Transfer Grant Project Reports
Transfer Grant Review Process
Travel Grants

Manuals

Issued to faculty and research officers and relating to transfer grant proposals.

Guidelines on Preparation of Transfer Grant Proposals

Office of the Assistant Director (Planning and Resources)

This office is responsible for operations of the Computing Services Group, the Finance Division, OISE Press/Guidance Centre, the Personnel Office, the Physical Plant Office and the Conference Centre of the institute. It is also responsible for budget development, pensions, coordination of policy development, and provision of secretariat support to the Planning and Priorities Committee.

General Classes or Types of Records

Contain information on the management of corporate resources.

- Academic Computing Policy Advisory Committee
- Affiliation Negotiation and Agreement with University of Toronto
- Art Collection
- Budget Development
- Capital Equipment
- Correspondence with the University Community and Organizations
- Institute Legal Counsel
- Labour Relations Contract Negotiations and Master Contracts
- Ontario Institute for Studies in Education/Faculty of Education of University of Toronto Relations
- Pension – Joint Pension Committee, Actuarial Review, Investment Performance, Retirement Issues
- Personnel Committee
- Planning and Priorities Committee and Sub-Committees – Meeting Files and Development Materials
- Publication Board and Policy
- Policy Development
- Room Bookings – Contracts
- Tenants – Leases and correspondence

Manuals

Issued to institute staff and containing policies governing institute operations.

OISE Policy Book

Issued to Assistant Director (Planning and Resources) staff responsible for budget document preparation.

Budget Development Process Binder

Access

Information and Privacy Coordinator
Ontario Institute for Studies in Education
252 Bloor Street West
Toronto, Ontario
M5S 1V6
Telephone: (416) 923-6641



A public reading room for the review of manuals and other information is open during regular office hours at 252 Bloor Street West.

Ontario Lottery Corporation

Head

President
Ontario Lottery Corporation
24th Floor, 2 Bloor Street West
Toronto, Ontario
M4W 3H8
Telephone: (416) 961-6262

Mandate

The Ontario Lottery Corporation (OLC) is a Crown corporation established by Bill 191, An Act to Incorporate the Ontario Lottery Corporation, in February 1975. As an independent Crown agency, the corporation's mandate is to develop and manage provincial government lotteries to raise monies for the benefit of the people of Ontario.

Organization

Responsible to the Minister of Tourism and Recreation, the corporation is organized into five divisions. Each division reports, through the president's office, to a board of directors whose nine members are appointed from the private sector. Internal Audit reports directly to the board.

Divisions

Office of the President

Responsible for developing, undertaking, conducting and managing lottery schemes in a secure and efficient manner on behalf of the Ontario government. As the chief executive officer, the president is responsible and accountable for achieving annual revenue and profit objectives of the corporation, maximizing lottery sales and profits within the province of Ontario.

General Classes or Types of Records

Contain background information.

Board of Directors Guidelines and Minutes
Conferences
Contracts and Policies
Premier and Ministry of Tourism and Recreation Liaison
Relocation Planning
Special Studies

Computer Services Division

Responsible for all computer services from on-line game operation to word-processing needs. Division comprises: EDP Research and Development, responsible for monitoring performance of on-line terminals and managing the communications network; Systems Development, responsible for

maintaining on-line game system; and Operations, responsible for maintaining and operating equipment and facilities.

General Classes or Types of Records

Contain information on computer requirements, equipment selection and testing, performance monitoring, design and update of programs, maintenance of on-line game system and the agent hotline service.

Agent Inquiry Hotline
Electronic Data-Processing Terminals
Games and Redemption Systems
Research and Development Programs/Projects,
Evaluations and Reports
Systems Development Projects and Reports
Technical Support and Activities Reports

Corporate Communications Division

Responsible for all communication programs; advises senior management on communication strategies; and provides input into decisions of broad internal or external interest. The division is organized into three departments – Planning/Administration, Communications, and Special Events. Planning/Administration is responsible for government liaison, corporate advertising, communications programming, research and division administration. Communications is responsible for communications resources, consumer affairs, news media, and French-language services. Special Events is responsible for lottery draws, community information programs and special projects.

General Classes or Types of Records

Contain information on corporate advertising, communication programming, government liaison, French-language services, Wintario and Lottario draws, game results, winners and publicity, media and consumer relations, research and non-advertising publications, and community and internal projects including travelling information display and speakers' bureau.

Communications Programming
Corporate Advertising
Employee Orientation Program
French-Language Services
Games and Draw Results
Government Liaison
Library and Archives
Lottario Production and Televised Draw
Media Liaison
Million Dollar Sweepstakes Production and Television Show
Ministry of Tourism and Recreation Liaison
Monthly Billing and Budget Control
Montreal Trust Company, Independent Adjudicator
Non-Advertising Publications
Ontario Lottery Corporation and Montreal Trust Company Security Seals
Photo File, Audio-Visual Equipment and Library
Provincial and Super Loto Draw Shows
Research
Speakers' Bureau Program
Special Promotions

Travelling Information Display Program
Wintario Production and Televised Draw

Manuals

Issued to provide information on all games and related material to players and public on request.

Fact Sheets on All Games
Winner's Handbook

Internal Audit

Functions independently under policies and procedures established by the board of directors. Examines and evaluates the corporation's system of internal control and ensures the quality of performance in carrying out assigned responsibilities.

General Classes or Types of Records

Contain information on the evaluation of systems, procedures and controls within other divisions.

Audit Procedures, Programs and Reports
Audit Subcommittee Minutes

Marketing Division

Identifies market opportunities and implements selected strategies to ensure execution as planned and within approved budgets. Program consists of continuous marketing planning and evaluation for all passive, instant and on-line games, control and coordination of marketing projects, and sales and market analyses.

General Classes or Types of Records

Contain information on market research and analysis, advertising, advertising policy and agencies, retailer identification program, game promotion, and player feedback.

Agency Search Guidelines, Contracts and Evaluations
CNE Contract for Electronic Advertising
Marketing Plans
Merchandising
Micro-computer Sales Reports
Monthly Billing and Budget Controls
Point of Sale Materials
Products
Research Reports
Television and Radio Commercials
Unsolicited Ideas

Manuals

Issued to key staff to provide details on corporate and visual identity policies and procedures.

Visual Identification Standards

Operations Division

Responsible for the overall operation of the corporation and for ensuring corporate adherence to the Memorandum of

Understanding with the Minister of Tourism and Recreation which clarifies the operating, financial/audit arrangements and administrative relationships between the two. Headed by the executive vice-president, the sectional areas of responsibility are Administration, Security Services, Finance and Personnel/Payroll.

General Classes or Types of Records

Contain information on general administration and operations as described in the introduction to this directory, with the exception of Communication, Audit, Systems and Data, and the Library Information Centre, and with the following additions.

Contracts
Corporate Asset Control
Corporate Security
Establishment of Wintario, Instant and Lottario Games
Forensic Sciences Laboratory Reports
Lottery Conferences
Ontario Provincial Police Security Surveys
Prize Office Procedures, Game Information and Reports
Request for Proposals
Systems and Financial Control
Treasury Inspection

Manuals

Issued to managerial staff to provide direction on corporate administrative policy and practices.

Corporate Administrative Procedures

Sales and Distribution Division

The division is responsible for the sale and distribution of tickets for government lotteries throughout the province. It allocates and distributes tickets to a network of 50 distributors; monitors and maintains distributor programs; and coordinates training and the on-line sales activities of 5,000 agents. The division comprises: Sales; Passive and Instant Games; and On-Line Games.

General Classes or Types of Records

Contain information on ticket sales and ticket distribution, activities of distributors, agents, retailers and field representatives, sales supervisors, local advertising and promotion campaigns, retail sales analyses, on-line wagering, and terminals.

Agent Liaison and Training
Distributor and Retailer Liaison
Distributor Territorial Boundaries
Printing, Delivery and Distribution of Passive Game Tickets
Retail Sales Analysis System
Sales Supervisors/Field Representative Activities, Sales Reports and Analysis
Wagering and Terminal Requirements

Manuals

Issued to distributors and on-line agents to provide details on operational policy and procedures.

Distributor Procedures
Encashment Policy
Instant Games Manuals
On-Line Operations Guide

Access

Vice-President, Corporate Communications
Ontario Lottery Corporation
24th Floor, 2 Bloor Street West
Toronto, Ontario
M4W 3H8
Telephone: (416) 961-6262



A public reading room for the review of manuals and other information is open during regular office hours on the twenty-third floor at 2 Bloor Street West, Toronto.

Ontario Municipal Employees Retirement System

Head

Chairman of the Board
Ontario Municipal Employees Retirement System
Suite 1000, One University Avenue
Toronto, Ontario
M5J 2P1
Telephone: (416) 369-2400

Mandate

The Ontario Municipal Employees Retirement System (OMERS) is a pension plan for municipal employees and employers which provides standardized pension benefits to members. Both the administration of the pension plan and the investment of the pension assets are carried out under the direction of the OMERS Board. The Board also manages the pension plans of the Colleges of Applied Arts and Technology and Ryerson Polytechnical Institute.

Organization

The business and affairs of The Ontario Municipal Employees Retirement System are directed and controlled by a Board appointed by the Lieutenant Governor in Council. OMERS Board is made up of five municipal employee members, three municipal management employee members, two elected or appointed municipal officials and one official of the Province of Ontario. The staff of OMERS are organized into four Divisions: Executive, Finance and Administration Division, Investment Division and Pension Division, all of which are located at One University Avenue, Toronto.

Divisions

Board and Executive

The Board controls and directs the business and affairs of the Ontario Municipal Employees Retirement System and provides direction to the Chairman and Executive Director. Human Resources and Management Policies Branches report to the Executive Director. The function of the Executive is to manage the system in conformance with direction from the Board and the enabling and regulatory legislation.

General Classes or Types of Records

Contain proceedings of the Board and its Committees, minutes of Executive and senior management meetings and executive office correspondence.

Human Resources Branch

This branch develops and administers salary administration, health and safety in the workplace, pay equity, recruitment, job evaluation, records management and employee benefits.

General Classes or Types of Records

Contain information on the selection, placement and performance of OMERS' employees.

Compensation Survey and Reports
Employee Benefits Program
Health and Safety Program
Job Ratings and Job Descriptions
Salary Administration Plans
Salary Schedules

Manuals

Issued to staff relating to human resource procedures.

Staff Handbook
Internal Human Resources Procedures

Management Policies Branch

This branch is responsible for the development and review of corporate and management policies, budget procedures, the method for selection of external services (audit, banking, internal audit, etc.) and the preparation of the Annual Report on the operation of the system.

General Classes and Types of Records

Contain information on policy development, on the selection process for acquisition of external services, and on the preparation of the Annual Report.

Manuals

Contain information on corporate policy, procedures for acquiring external services, and management practices.

Policy Manuals
Contracts for Services
Administration Budget

Finance and Administration Division

The Finance and Administration Division consists of two Branches: Finance and Administration Branch and Information Systems Branch. The Finance and Administration Branch is responsible for all accounting operations. It provides financial information on OMERS' activities, its investments and funds. It ensures compliance with relevant statutory, legal and contractual obligations and provides centralized accounting services. The Finance and Administration Branch is comprised of the following departments: General Accounting, Investment Accounting, Offices Services and Financial Administration. The Information Systems Branch is responsible for the provision of centralized computer facilities, for the acquisition and support of personal computers, and for library services.

General Classes or Types of Records

Contain information relating to financial management, accounting administration and control, administration functions, and computer services. Also contain general administrative records as described in the introduction to this directory.

Manuals

Issued to staff relating to Investment Accounting policies, procedures, and systems.

- Detailed Investment Clerk Procedures
- Investment Accounting – Electronic Cash Transfer Procedures
- Investment Accounting – Financial Control Systems Automated Systems Reference Manual
- Investment Accounting Mortgage Administration Procedure Manual
- Investment Accounting Policy Manual
- Investment Accounting Procedure Manual

Investment Division

The Division invests funds in accordance with the Pension Benefits Act and investment policies established for OMERS.

General Classes or Types of Records

Contain information relating to the investment of OMERS funds.

- Asset Mix
- Investment Portfolio Records – Bonds, Short Term, Term Loans, Mortgages, Equities, Special Situations (venture capital resources, private placements), Real Estate
- Performance Measurement
- Stewardship (i.e. Stewardship Reports)
- Subsidiary Companies

Manuals

Issued to division staff relating to investment portfolio policy and procedures.

- Investment Policy Manual
- Portfolio Procedures

Pension Division

The Pension Division consists of two branches: The Pension Administration Branch and the Policy and Communications Branch.

The Pension Division is responsible for the development of policies and the administration of the OMERS pension plan, the pension plan of the Colleges of Applied Arts and Technology and the pension plan of Ryerson Polytechnical Institute in accordance with provincial and federal legislation. It maintains membership and pension records and provides for the payment of benefits on retirement, termination, disability or death.

General Classes or Types of Records

Contain information on policies and procedures concerning the administration of the pension plan and data and correspondence related to the membership and pension records.

- Plan Administration – Community Colleges
- Plan Administration – OMERS
- Plan Administration – Ryerson

Manuals

Issued to staff to provide direction and details on administrative procedures.

- Instruction Manual for Employers
- Departmental Procedures

Access

Freedom of Information and Privacy Co-ordinator
Ontario Municipal Employees Retirement System
Suite 1000, One University Avenue
Toronto, Ontario
M5J 2P1
Telephone: (416) 369-2400



A public reading room for the review of manuals and other information is open during regular office hours on the ninth floor at One University Avenue, Toronto.

Ontario Northland Transportation Commission

Head

Chairman
Ontario Northland Transportation Commission
555 Oak Street East
North Bay, Ontario
P1B 8L3
Telephone: (705) 472-4500

Mandate

Ontario Northland's goal is to provide communication services through transportation and telecommunications – rail, highway, air and marine transportation for both passengers and freight, and telephone, teletype, radio and television telecommunications – linking northern communities to one another and to the rest of Ontario and Canada.

Organization

The commission is responsible to the Minister of Northern Development and Mines and has its head office in North Bay. As a transportation company, a railway and an operating telephone company, Ontario Northland has a presence in every community in northeastern Ontario. The commission is administered through three operational divisions: Rail Services; Passenger Services; and Telecommunications.

Divisions

Commission and Executive

The commission, appointed by the Lieutenant Governor in Council, controls and directs the operations and affairs of Ontario Northland and provides policy direction to the general manager. The function of the executive, which reports to the general manager, is to provide senior management in conformance with the directives of the general manager and the commission.

General Classes or Types of Records

Contain general administrative records including proceedings of the commission and its committees, minutes of executive and senior management meetings, and executive office correspondence.

Manuals

A general administrative manual provides direction for all employees of Ontario Northland. Administrative manuals for

each division and its respective branches are also maintained.

Policies and Procedures

Administration

Human Resources Branch and Finance Branch provide certain centralized administrative services to the commission. Human Resources Branch provides contractual services, benefits administration and policy implementation with respect to employees. Finance Branch through the accounting department provides payroll services to employees. The operational divisions are responsible for employee planning, development, training and performance. Employee data are retained in the operational divisions.

General Classes or Types of Records

Contain general administrative information as described in the introduction to this directory.

Rail Services Division

The Ontario Northland Railway provides rail freight and some highway freight services as well as passenger services from North Bay to Moosonee with branch lines to Timmins and Rouyn/Noranda, Quebec. In addition, spur lines service the mining and logging industries in northern Ontario.

General Classes or Types of Records

Contain technical data on the operations of the Ontario Northland Railway and also information on property, equipment, marketing programs, tariffs and rates relating to Ontario Northland's rail services.

- Accidents (occurrences, prevention and safety)
- Bridges
- Buildings – Stations
- Cars (general, freight, passenger, work)
- Construction
- Contracts, Agreements and Rights Acquired
- Customer Relations Records
- Intermodal Equipment
- Locomotives
- Marketing Records (files, reports, surveys)
- Materials and Supplies (stores stocks, commodity class, machinery and tools)
- Property (land with and without structures)
- Rate Structures and Tariffs
- Right-of-Way (crossings, signals and signs)
- Rolling Stock and Vehicles
- Statements, Reports, Statistics
- Track (rail, spurs and sidings, ties)
- Traffic (associations, baggage, commodities, freight)
- Train Operation (general, freight and passenger)

Manuals

Rail Services controls the construction, maintenance and operational standards of the Ontario Northland Railway through the use of general and technical manuals.

Association of American Railroads Manuals
Handbook of Railway Operating, Engineering and
Traffic Regulations
Marketing and Administrative Manuals
Operating Timetables
Technical Procedural Manuals

Passenger Services Division

Air, bus, marine and rail passenger services are provided by the commission throughout northern Ontario. This division coordinates, monitors and ensures modern, efficient passenger services.

General Classes or Types of Records

Contain information on schedules, rates, fares, charters, customer services, marketing programs and tourism promotional programs related to passenger services.

Air (Norontair flight schedules)
Bus – Ontario Northland Bus Schedules
Bus – Ontario Northland Charters
Contracts, Agreements and Rights Acquired
Customer Relations and Marketing Training Records
Marine – Chi-Cheemaun Ferry Schedules
Marine – Chief Commanda II Charters
Marine – Chief Commanda II Schedules
Marketing Records (files, reports, surveys)
Rail – Interlining Rail Schedules (CN)
Rail – Ontario Northland Railway Excursion Schedules
Rail – Ontario Northland Railway Train Schedules
Rate Structures and Tariffs

Telecommunications Services Division

Telecommunications services, including regular public network services and the specialized private services normally provided by Bell Canada and CNCP in the balance of the province, are provided in northeastern Ontario by ONTC. A variety of transmission media such as ordinary cable, fibre optic cable, microwave, other radio systems and a limited number of satellite facilities are employed.

General Classes or Types of Records

Contain technical data on the operations of Ontario Northland communications systems and also information on property, equipment, facilities, marketing programs, tariffs and rates and regulations relating to Ontario Northland's telecommunications services.

Agreements and Contracts
Cable Services
Computer Matters (applications systems)
Customer Relations Records
Facilities (construction, installation, maintenance and operation)
Marketing Records (files, reports, surveys)
Radio – Microwave Facilities
Radio – Mobile and Cellular
Satellite Service
Tariffs and Rates – General

Telephone Directories
Telephone Service
Television Service

Manuals

Issued to divisions staff.

Technical Procedural Manuals
Telephone Operating Practices and Procedures

Access

Freedom of Information Coordinator
Ontario Northland Transportation Commission
555 Oak Street East
North Bay, Ontario
P1B 8L3
Telephone: (705) 472-4500

A public reading room for the review of manuals and other information is open during regular office hours on the main floor of 195 Regina Street, North Bay.

Ontario Stock Yards Board

Head

Chairman
Ontario Stock Yards Board
Suite 339, 590 Keele Street
Toronto, Ontario
M6N 3E3
Telephone: (416) 767-1163

Mandate

The Ontario Stock Yards Board is an agency of the Ministry of Agriculture and Food. The board operates a stock yard providing the physical facilities so that the producers of Ontario can market their livestock competitively.

Organization

The board of directors has seven members and is appointed by the Minister of Agriculture and Food. The board appoints a general manager. One facility at 590 Keele Street is operated by the board.

General Classes or Types of Records

Contain information relating to business dealings with customers, industry and government.

- Business (government, industry, customers)
- Property (leases, etc.)
- Statistics

Access

General Manager
Ontario Stock Yards
Suite 339, 590 Keele Street
Toronto, Ontario
M6N 3E3
Telephone: (416) 767-1163

A public reading room for the review of manuals and other information is open during regular office hours at 590 Keele Street, Toronto.

Ontario Technology Centres

Head

President
Ontario Centre for Microelectronics
30 Colonnade Road
Nepean, Ontario
K2E 7J6
Telephone: (613) 723-7499

President
Ontario Centre for Automotive Parts Technology
Suite 804, 80 King Street
St. Catharines, Ontario
L2R 7G1
Telephone: (416) 688-2600

President
Ontario Centre for Resource Machinery Technology
4th Floor, 127 Cedar Street
Sudbury, Ontario
P3E 1B1
Telephone: (705) 673-6606

President
Ontario Centre for Farm Machinery and Food Processing
Technology
870 Richmond Street
Chatham, Ontario
N7M 5J5
Telephone: (519) 354-6883

President
Ontario Centre for Advanced Manufacturing
Suite 402, 190 Attwell Drive
Rexdale, Ontario
M9W 6H8
Telephone: (416) 675-4363

Mandate

In order to enhance the technological and international competitiveness of Ontario industry, the five centres develop technology awareness, provide technological information and provide assistance to Ontario business in demonstrating, applying and managing new technology.

Organization

Reporting to the Ministry of Industry, Trade and Technology, the technology centres operate independently of each other. The Ontario Centre for Advanced Manufacturing comprises the Ontario CAD/CAM Centre, the Ontario Robotics Centre and the Canada-Ontario Centre for Advanced Manufacturing (Windsor). The future of the centres is under review. Refer to the Ministry of Industry, Trade and Technology, Freedom of Information Coordinator for further information on organization and reporting structure.

General Classes or Types of Records

Contain information on contract requirements, promotion of and investment in the centres, as well as legal and general administration. Each centre maintains separate records including general administration and operations records as described in the introduction to this directory.

Client Company Listing
Consultants Training
Investment Proposals, Contracts, Disbursements and
Legal Documentation
Marketing and Seminars
Research and Development Projects
Technical Sourcing Information

Manuals

Each centre has its own detailed procedures manual that documents practices and provides operating guidelines. Manuals are available to all staff.

Operating Guidelines
Procedures

Access

Freedom of Information Coordinator
Ministry of Industry, Trade and Technology
Information Centre
3rd Floor, Hearst Block
900 Bay Street
Toronto, Ontario
M7A 2E1
Telephone: (416) 965-3365

A public reading room for the review of manuals and other information is open during regular office hours at the Information Centre on the third floor of the Hearst Block, 900 Bay Street, Toronto.

Ontario Training Corporation

Head

Chairman of the Board
Ontario Training Corporation
2nd Floor, 1099 Bay Street
Toronto, Ontario
M5S 2B3
Telephone: (416) 975-9260

Mandate

The mandate of the Ontario Training Corporation is to stimulate training activity in the private sector in Ontario, thereby encouraging excellence in workplace training and the development of a skilled and competitive workforce. The corporation is a resource for the private sector in attaining that objective through the provision of investment capital, information and expertise for training.

Organization

Ontario Training Corporation is incorporated under the Ontario Business Corporations Act. A 14-member Board of Directors, drawn from the corporation's key constituencies of business, organized labour, and the training services sector, is responsible for overall policy. The corporation is managed on a day-to-day basis by a full-time President and Chief Executive Officer.

General Classes or Types of Records

Contain background materials associated with the start-up of the corporation.

Board of Directors Meetings
Contractual Arrangements
Finance and Administration Records
Mailing Lists
Special Studies

Access

Information and Privacy Coordinator
Ontario Training Corporation
2nd Floor, 1099 Bay Street
Toronto, Ontario
M5S 2B3
Telephone: (416) 967-9260

A public reading room for the review of manuals and other information is open during regular office hours at the Ontario Training Corporation, 1099 Bay Street, 2nd Floor, Toronto.

Ontario Waste Management Corporation

Head

Chairman and President
Ontario Waste Management Corporation
11th Floor, 2 Bloor Street West
Toronto, Ontario
M4W 3E2
Telephone: (416) 923-2918

Mandate

The objective of the corporation is to design, construct and operate an industrial- and hazardous-waste treatment facility for Ontario and to develop a long-term program to assist in the reduction and recycling of such wastes. This includes the location of an appropriate site, the selection of the appropriate technology and all necessary and ancillary works associated with obtaining approval under the Environmental Assessment Act of Ontario.

Organization

The corporation is based in Toronto and is responsible for the management of all corporate departments including planning, marketing, communications, operations, project development, and administration and finance. In addition, there is a local community information office in Smithville. The corporation reports to the Ontario Legislature through the Minister of the Environment.

Divisions

The Ontario Waste Management Corporation is organized as a single division.

General Classes or Types of Records

Contain information on general administrative and financial matters, personnel policies and procedures, communications materials, the corporation's financial and resource plans, facilities development, marketing, engineering and technology.

- Associations/Groups/Universities
- Communications – Public Consultation
- Conferences/Meetings/Tours
- Corporate Organization and Management
- Current Practice of Hazardous Waste Management
- Engineering/Technology
- Environmental Assessment Preparation and Public Hearing
- Facilities Development and Site Assessment
- Government Consultation
- Hazardous Waste Management Research

Marketing – Hazardous Waste Treatment
Operations of Future Waste Treatment Facility and
Technology
Site Assessment and Facility Development Consultants

Manuals

Issued to managers to provide direction on corporate administrative policy and practices and details on procedures for obtaining common administrative financial and human resources.

Ontario Waste Management Corporation – Manual of Administration

Access

Chairman and President
Ontario Waste Management Corporation
11th Floor, 2 Bloor Street West
Toronto, Ontario
M4W 3E2
Telephone: (416) 923-2918



Public reading rooms for the review of manuals and other information are open during regular office hours at 2 Bloor Street West, Toronto, and at the regional office, Village Square Mall, Highway 29 and Industrial Road, Smithville.

Ottawa Congress Centre

Head

General Manager
Ottawa Congress Centre
55 Colonel By Drive
Ottawa, Ontario
K1N 9J2
Telephone: (613) 563-1984

Mandate

The Ottawa Congress Centre operates, maintains and generally manages an international-class convention centre facility in the city of Ottawa in a manner intended to promote and develop the convention industry in Ontario.

Organization

The centre is organized in four divisions – Finance and Administration, Operations, Marketing and Sales, and Food, Beverage and Convention Services – which reports to the general manager who, in turn, is responsible to the board of directors.

General Classes or Types of Records

Contain general administrative records as well as the following information.

- Building Projects
- Contractors
- Correspondence with Board of Directors
- Correspondence with Government
- Energy Consumption
- Equipment
- Legal and Auditing Correspondence
- Preventive Maintenance
- Service Contracts
- Suppliers

Manuals

The centre maintains a manual with the description of equipment and the maintenance procedures on that equipment.

- Association Memberships
- Client
- Events
- Marketing Plans and Strategy

Access

General Manager
Ottawa Congress Centre
55 Colonel By Drive
Ottawa, Ontario
K1N 9J2

Telephone: (613) 563-1984
TDD: (613) 238-9336
(613) 238-9567
(613) 238-9307



A public reading room for the review of manuals and other information is open during regular office hours at 55 Colonel By Drive, Ottawa.

Ministry of Revenue

Head

Minister of Revenue
4th Floor, Hearst Block
900 Bay Street
Toronto Ontario
M7A 1X7
Telephone: (416) 965-6361

Mandate

The ministry administers the major taxing statutes of Ontario; conducts property assessments to provide the tax base for municipalities; directs the Ontario Tax Credit Program, the Guaranteed Annual Income System, the Ontario Property and Sales Tax Grants Program for senior citizens, and the Small Business Development Corporations Program. It also operates the Province of Ontario Savings Office.

Organization

Head office is in Oshawa. The ministry has five divisions with 22 branches, five sections and two units. Ministry programs are administered and the public is served directly by head office and 77 field offices.

Divisions

Property Assessment Program

Responsible for the assessment of all real property in Ontario. The assessments form the basis of residential, commercial, business and school taxes levied by municipalities and the Provincial Land Tax levied by the province. Also conducts municipal enumeration to prepare voter lists, jury and school support lists and the provincial census. The program comprises: Assessment Policies and Priorities Branch; Data Services and Development Branch; Special Properties Branch; and Field Operations Branch.

General Classes or Types of Records

Contain information on assessment policy and legislation, information management, reports and statistics produced for internal and municipal purposes, and general administration of all assessment programs and activities.

Apportionments
Appraisal Cards and Property Record Sheets
Assessment Appeals
Building Permits – Reports
Equalization Program
Legislative and Policy Projects and References
Property Sales Analyses and Records
Property Valuations

Quality Control Reports
Reassessments
Special Properties Studies

Manuals

Issued to assessors to provide detailed guidance in performing assessments. Issued to managers and supervisors to assist in monitoring the quality and consistency of assessments made by staff.

A Guide to the Assessment Act
Assessment – Provincial Land Tax System
Assessment – Quality Control Program
Assessment Program Policy
Assessor's Field Guide
Control Card Manual for Personal Computers
Data Definitions – User's Manual
Ontario Assessment System (systems specifications, training manual, operating guide, procedures guide)
Ontario Property Assessment Court Case Index
Ontario Valuation Manual – Residential and Farm Properties

Corporate Resources Division

Responsible for providing corporate management and administrative services in support of ministry operating programs. The division is comprised of the following branches: Finance and Priorities Planning; Administrative and Financial Services; Personnel Services; Communications Services; and the Facilities Management Unit.

General Classes or Types of Records

Contain information as described in the introduction to this directory related to general administrative and financial matters, personnel policies and procedures, electronic data processing and business systems, communications material and press releases, and the ministry's financial and resource plan.

Manuals

Issued to managers to provide direction on ministry administrative policy and practices and details on procedures for obtaining common administrative, financial, logistic and human resources.

Corporate Administrative Procedures
Corporate Financial Procedures
Ministry of Revenue Policy Directives

Information Technology Division

Responsible for providing information systems development and maintenance, integrated office systems, end user computing and support, and operation of the data processing facilities. The division is comprised of the following functional areas: Information Systems Development Branch; Systems and Facilities Management Branch; Research and Development Sections; and the Finance and Administration Section.

General Classes or Types of Records

Contain information on consulting services contracts, as well as general administration records as described in the introduction to this directory.

Consulting Services Contracts

Legal Services

Counsels on legal matters including the interpretation of statutes and regulations; prepares and reviews proposed legislation, regulations, and other legal documents; and supplies/coordinates prosecution services for the ministry.

General Classes or Types of Records

Contain common general administration records as described in the introduction to this directory.

Province of Ontario Savings Office

Responsible for the administration and operation of 21 branch offices that provide financial banking services to the public.

General Classes or Types of Records

Contain information relating to the operation of the branch offices.

Customer Accounts
Financial Operation Records

Tax Revenue and Grants Program

The program administers nine provincial taxes, the Guaranteed Annual Income System, the Ontario Tax Grants for Seniors Program, Ontario Tax Credits claimed through the federal income tax system, and the Small Business Development Corporations Program. Taxes and benefits programs are administered through the following branches: Corporations Tax; Retail Sales Tax; Motor Fuels and Tobacco Tax; and Guaranteed Income and Tax Credit. Other branches in this division are Tax Appeals, Special Investigations, Revenue and Operations Research, Taxation Data Centre, Taxpayer Services and Freedom of Information and Privacy Office.

General Classes or Types of Records

Contain information on the development of legislation for taxing statutes, accounting and revenue control systems, audit policy and procedures, systems development and operations, and general operations and administration concerning the delivery of programs.

Computer Records of Vendors' and Taxpayers' Returns, Filings, and Payments
Employee Share Ownership Plan – Records, Reports, Register
Fuel Tax Inspections – Reports
General Revenue Control Records
General Tax and Grants – Inquiries
Guaranteed Annual Income System – Records and Reports

Land Registration
Land Speculation Tax
Land Transfer Tax
Legal Action and Special Investigation Branch – Case Referrals
Liens – Correspondence
Ontario Homebuyers' Grant Collection System – Records and Reports
Ontario Pensioners' Property Tax Assistance Systems – Records and Reports
Race Tracks Tax
Rebates and Refunds
Revenue Administration – Internal Control Systems
Small Business Development Corporations – Records, Reports, Register
Special Investigations
Tax Administration (technical files)
Tax Banking
Tax Policy Units' Project
Tax Roll – Files, Records and Reports
Taxpayers – Audit Files and Inspection Reports
Vendor Files – Retail Sales Tax Branch

Manuals

Issued to all staff involved in the administration of taxing statutes, tax credits or grants. Provide detailed guidance on policy and procedures.

Corporations Tax – Audit, Collections/Default, Tax Roll, Correspondence, Accounts
Employee Share Ownership Plan – Interpretations
Fuel and Terminal Inspections
Guaranteed Annual Income System – Procedures and Interpretations
Mining Tax – Audit
Motor Fuels and Tobacco Tax Branch – Interpretations, Rulings, Customer Services
Objection and Appeal Procedures (Tax Revenue and Grants Program)
Ontario Motor-Vehicle Licence Issuer's Handbook
Ontario Pensioners' Property Tax Assistance Accounts, Benefits Administration, Inquiry Management Centre
Ontario Tax Credit/Grants Interpretation
Retail Sales Tax – Audit, Default/Delinquency, Special Vendor Assistance Program Handbook/Refund Handbook, Vendor Administration
Small Business Development Corporations Program
Understanding Ontario Sales Tax

Access

Freedom of Information and Privacy Coordinator
Ministry of Revenue
P.O. Box 627
33 King Street West
Oshawa, Ontario
L1H 8H5
Telephone: (416) 433-6028
TDD: 1-800-263-7776



Manuals and other information are available for public review during regular office hours at the ministry's head office, 33 King Street West, Oshawa.

Head

Chairman of the Board
Royal Ontario Museum
100 Queen's Park
Toronto, Ontario
M5S 2C6
Telephone: (416) 586-5722

Mandate

The Royal Ontario Museum (ROM) systematically collects and exhibits natural specimens, artifacts, documents and other materials, to make known to the public the natural history of Ontario, Canada and the world, and to make known to the public the history of mankind in all the ages. It conducts and publishes original scholarly research on those collections and the subjects represented by them, and interprets those collections and the results of that research to the public through galleries, special exhibitions, writing, teaching, lecturing, and the operation of the McLaughlin Planetarium.

Organization

The business affairs of the Royal Ontario Museum are controlled and directed by a Board of Trustees to whom the Director, as chief executive officer, reports. The museum is organized into an executive office and six divisions.

Divisions

Board of Trustees and Executive

The Board of Trustees controls and directs the business affairs of the museum and provides direction to the Director. The Board consists of twenty-one trustees, fifteen of whom are appointed by the Lieutenant Governor in Council, three of whom are elected by the museum membership, and three of whom are ex-officio members: the President and the Chairman of the Governing Council of the University of Toronto, and the Director of the museum. The Director is responsible for the overall management of the museum in conformance with direction from the Board of Trustees.

General Classes or Types of Records

Contain information relating to Board and Board committee meetings, museum policies, insurance, legal documents, and general administration, planning and management records.

Bylaws
Committees
Minutes

Manuals

An administrative procedures manual is available to all staff, and an orientation manual is provided to members of the Board of Trustees.

Policies and Procedures
Trustees' Orientation Manual

Administration and Finance Division

The Administration and Finance Division is responsible for the maintenance and security of the building, the provision of office and computer services, and the provision of financial services including purchasing.

General Classes or Types of Records

Contain general administrative records as described in the introduction to this directory.

Curatorial Division

The Curatorial Division is responsible for the acquisition of museum collections, the conservation and management of the collections, and for research on and study of those collections. The division is organized into three functional groups: Science Departments, Art and Archaeology Departments, and Service Departments.

General Classes or Types of Records

Contain information that supports curatorial research.

Acquisition and Deaccessioning Records
Appraisals
Archives
Collection Management Records
Conservation
Risk Management Records
Scholarly Research

Development and Membership Division

The Development and Membership Division is responsible for fundraising and the provision of membership services including regular mailings of newsletters and notices.

General Classes or Types of Records

Contain information relating to fundraising and membership, and revenue generating activities.

Fundraising Projects
Members' Newsletter
Shops' Operations

Exhibits Division

The Exhibits Division is responsible for planning, building and evaluating galleries and exhibitions.

General Classes or Types of Records

Contain information relating to overall planning and management of museum exhibits, displays, and galleries.

- Display Maintenance
- Exhibit Designs and Specifications
- Exhibitions Planning
- Signage

Human Resources Division

The Human Resources Division is responsible for providing direction for and the administration of all Personnel/Human Resources matters.

General Classes or Types of Records

Contain general administrative records as described in the introduction to this directory, relating to personnel administration and human resource management.

Public Programs Division

The Public Programs Division is responsible for public relations and marketing, for the provision of educational programs, and for visitor and outreach services. The division also operates the McLaughlin Planetarium and the museum's publications department.

General Classes or Types of Records

Contain information relating to the overall planning and management of the museum's public programs, marketing activities, and publications program.

- Communications Records
- French Language Services
- Museum Advisory Services
- Planetarium Operations
- Scholarly Publications Program

Access

Freedom of Information and Privacy Coordinator
Royal Ontario Museum
100 Queen's Park
Toronto, Ontario
M5S 2C6
Telephone: (416) 586-5639



A public reading room for the review of manuals and other information is open during regular office hours at 100 Queen's Park, Toronto.

St. Clair College of Applied Arts and Technology

Head

Chairman, Board of Governors
St. Clair College of Applied Arts and Technology
2000 Talbot Road West
Windsor, Ontario
N9A 6S4
Telephone: (519) 972-2000

Mandate

Serving the counties of Essex and Kent, St. Clair College provides career-oriented education and training geared to local employment requirements in the areas of applied arts, business, technology and trades, community and industrial services, health sciences, social services, general education and continuing education.

Organization

St. Clair College is governed by a Board of Governors with the college President as chief executive officer. The college is organized into two divisions – Academic, and Student, Staff and Administrative Services – and provides programs at the Main (South) Campus, the Community Career Counselling Services Centre and the Industrial Resource Centre in Windsor, and at the Thames Campus in Chatham. Administrative headquarters are located in Windsor.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory. Also contain general administration records as described in the introduction.

Access

Freedom of Information and Privacy Coordinator
St. Clair College of Applied Arts and Technology
2000 Talbot Road West
Windsor, Ontario
N9A 6S4
Telephone: (519) 966-1656, ext. 220

A public reading room for the review of manuals and other information is open during regular office hours at the Main (South) Campus, Windsor.

St. Lawrence College of Applied Arts and Technology

Head

Chairman, Board of Governors
St. Lawrence College Saint-Laurent
2288 Parkedale
Brockville, Ontario
K6V 5X3
Telephone: (613) 345-0660

Mandate

St. Lawrence College Saint-Laurent responds to the educational and training needs of adult residents in the six-county area of Frontenac, Leeds, Grenville, Stormont, Dundas, and Glengarry.

Organization

The college is organized into three campuses each administered by a principal. Each campus functions semi-autonomously with different organizational structures to meet local needs. Some services are delivered through the central administrative headquarters in Brockville.

Divisions

Board of Governors

The Board of Governors is appointed by the Ontario Council of Regents and is responsible for establishing college goals and policies and overseeing college operations.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives, and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees

President's Office

Appointed by and responsible to the Board of Governors, the President is the chief executive officer responsible for managing the college's business affairs. The Manager of College Communications and the Dean of Human Resources Development report directly to the President.

General Classes or Types of Records

Contain information relating to the management of the college.

Brockville Campus

This campus offers full- and part-time programs in the career areas of business, creative arts, health sciences, human studies and technology. The campus is administered by a principal, with each department headed by a dean/director.

Cornwall Campus

This campus offers bilingual services and provides full- and part-time programs, including University of Ottawa credit courses, in the areas of business, office administration, creative careers, health, social services, and trade and technology. The campus is administered by a principal, with each department headed by a dean/director.

Kingston Campus

This campus offers full- and part-time programs in the areas of business, visual and creative arts, health, social services, animal sciences and technology. The campus is administered by a principal, with each department headed by a dean/director.

General Classes or Types of Records

Each campus maintains separate general administrative records as well as general classes of operational records common to community colleges as described in the introduction to the directory.

Access

Freedom of Information and Privacy Coordinator
St. Lawrence College Saint-Laurent
2288 Parkedale
Brockville, Ontario
K6V 5X3
Telephone: (613) 345-0660



A public reading room for the review of manuals and other information is open during regular office hours at the Brockville Campus.

Sault College of Applied Arts and Technology

Head

Chairperson, Board of Governors
Sault College of Applied Arts and Technology
P.O. Box 60
443 Northern Avenue
Sault Ste. Marie, Ontario
P6A 5L3
Telephone: (705) 759-6774

Mandate

The mission of Sault College is to meet the educational needs of adults in the District of Algoma through career-orientated programs and courses at the certificate and diploma levels that provide the knowledge and skill for immediate employment in the career area of study.

Organization

Sault College is governed by a Board of Governors and is organized into three divisions: Academic, Administrative Services, and Human Resources and Student Services. Head office is located in Sault Ste. Marie with satellite campuses in Elliot Lake and Wawa.

Divisions

Board of Governors

The Board of Governors, appointed by the Council of Regents establishes college goals and policies, oversees college operations and evaluates program results. Standing committees of the Board are Building and Finance, Audit, Academic and Staff Relations.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees

Office of the President

Appointed by and responsible to the Board of Governors, the President manages the business affairs of the college. Internal Audit also reports to the President.

General Classes or Types of Records

Contain information on the management of the college, internal audit, and the provision of information to the public on college affairs.

Academic Division

The division is responsible for developing and delivering educational programs in the following areas: engineering, business, health sciences, technical trades, applied arts, sciences and natural resources, continuing education and industrial training. The division also provides day care, library, academic services, educational productions and information services and administers provincial/federal programs. The division is organized into ten departments.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs, the operation of ancillary services listed above, and the delivery of government-sponsored programs.

Manuals

Issued to students to assist in program selection.

Calendar
Careerpaths
Student Handbook

Administrative Services Division

Headed by the Director of Administrative Services, this division provides administrative support functions for the college. Reporting to the Director are the following departments: Admissions and Records, Physical Resources, Accounting and Payroll, Purchasing, Computer Services, Budget and Operations Review.

General Classes or Types of Records

Contain operational records common to community colleges relating to the enrolment and registration of students, as well as general financial records, as described in the introduction to this directory.

Human Resources and Student Services Division

Headed by the Director, this division provides a variety of administrative support functions in two broad areas, student services and human resources. Student services include marketing and recruitment, placement, counselling and career services, athletics, student residence, health and cafeteria services and secondary school liaison. Human resource services include employee relations and professional development. The division is organized into six departments.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the provision of student services listed above, as well as information relating to the college's human resource management functions.

Access

Information and Privacy Coordinator
Sault College of Applied Arts and Technology
P.O. Box 60
443 Northern Avenue
Sault Ste. Marie, Ontario
P6A 5L3
Telephone: (705) 759-6774



A public reading room for the review manuals and other information is open during regular office hours in the library, 443 Northern Avenue, Sault Ste. Marie.

Seneca College of Applied Arts and Technology

Head

Chairman, Board of Governors
Seneca College of Applied Arts and Technology
1750 Finch Avenue East
North York, Ontario
M2J 2X5
Telephone: (416) 491-5050, ext. 2002

Mandate

Seneca College is responsible for providing courses of types and levels beyond or not suited to the secondary school setting; meeting the needs of graduates from secondary schools seeking an alternative to university; meeting the educational needs of adults and out-of-school youth whether or not they are secondary school graduates; enhancing effectiveness in the workplace and quality of life for students; and meeting the relevant needs of the college's communities.

Organization

The college is governed by a Board of Governors and organized into five areas encompassing 22 campuses and office locations. The areas consist of the Office of the President, Senior Vice-President, two Vice-Presidents and the Office of the Comptroller. The areas of the Senior Vice-President and the two Vice-Presidents include both academic and administrative functions.

Divisions

Board of Governors

The Board of Governors is comprised of Council of Regents appointees, municipal appointees and elected representatives of students and employees of the college. There are six committees: Appointments, Audit, Executive, Facilities Planning, Operational Review Steering, and Succession Planning. The Board establishes college goals and policies.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees

Office of the President

The Office of the President provides management and direction for both the academic and administrative affairs of the college, provides administrative support to the Board of Governors and the President, reviews college operations, enhances government relations and organizes corporate fundraising.

General Classes or Types of Records

Contain information relating to the management of the college, the coordination of fundraising activities and relations with the provincial and federal governments.

Manuals

Issued to staff and contain information on policies, procedures and guidelines relating to college operations.

College Policy, Procedure and Guidelines

Senior Vice-President

The area provides the overall planning of all college academic activities. The area provides academic programs for King Campus and the following divisions: Business and Industrial Training, Continuing Education, Developmental Studies, and Physical Education. The area also plans and administers the following departments: College Marketing, the Conference Centre, Cooperative Education Programs, Government Programs, International Programs, the Learning Resource Centres, the Management Development Centre, Post-Secondary Academic Planning, Recreation Facilities-King Campus, Student Affairs, Student Registration, and the Suzuki School of Music.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory relating to the development and delivery of academic programs, the enrolment and registration of students, the provision of student services, the Seneca Student Federation and the following ancillary operations: the Conference Centre, Management Development Centre, Recreation Facilities-King Campus, Suzuki School of Music.

Manuals

Contain information on academic policies and procedures.

Academic Policy, Procedures and Guidelines

Vice-President

The area provides academic programs for the School of Communication Arts and the following divisions: Business, Computers, Office Administration, Precision Skills, and Technology. The area also plans and administers the following departments: Computer Services, Physical Resources, and the Student Residence.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs and the operation of the student residence, as well as general administration records as described in the introduction to this directory. Also contain information on the college's aviation program.

Manuals

Contain policies and procedures relating to divisional academic functions.

Divisional Academic Policy, Procedures and Guidelines

Vice-President

The area provides academic programs for Sheppard and Yorkdale Campuses including the Canadian Forces Community College Program and the following divisions: Applied Arts, English and Communications, Health Sciences, Independent Learning, and Liberal Studies. The area also plans and administers the following departments: Administrative Services, the Bookstore, Education and Employment Equity, Employee Relations, Minkler Auditorium, Professional Development and monitors Seneca's implementation of the Collective Agreements.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs, general administration records as described in the introduction to this directory and the following ancillary operations: Bookstore and Minkler Auditorium.

Manuals

Contain policies on divisional academic programs and on college personnel matters.

Divisional Academic Policy and Procedures
Personnel Policy and Procedures

Office of the Comptroller

The area provides corporate budget, financial, payroll, purchasing and receiving services for the college.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Manuals

Contain policies and procedures relating to financial management.

Financial Policy, Procedures and Guidelines

Access

Freedom of Information and Privacy Coordinator
Seneca College, Fairmeadow Campus
17 Fairmeadow Avenue
North York, Ontario
M2P 1W6
Telephone: (416) 491-5050, ext. 4640

Public reading rooms for the review of manuals and other information are open during regular office hours at the Newnham Campus (North York) and the King Campus (King City) Learning Resource Centres.

Office for Senior Citizens' Affairs

Head

Minister for Senior Citizens' Affairs
6th Floor, 76 College Street
Toronto, Ontario
M7A 1N3
Telephone: (416) 965-1702

Mandate

The Office for Senior Citizens' Affairs has two primary roles: policy development and information services. In its policy role, the office is responsible for developing an aggregate policy framework for seniors' services and for ensuring coordination of policies affecting the elderly. It also has specific responsibilities for selected initiatives in the White Paper on health and social services. The office also provides information to senior citizens and promotes recognition of the contributions of seniors to their communities.

Organization

The office has two operating units – Strategic Planning/Policy Development and Information Services. Both units operate under the direction of the Special Advisor to the Minister.

General Classes or Types of Records

Contain information on services and programs for senior citizens including guides, directories, and specific studies and surveys.

Affiliated Agencies

Ontario Advisory Council on Senior Citizens

The Ontario Advisory Council on Senior Citizens advises the Government of Ontario through the Minister for Senior Citizens' Affairs on matters pertaining to the well-being of the aged and aging population in Ontario. The council promotes the development and initiation of opportunities for self-help for senior citizens and reviews current policies which have a bearing on aged and aging persons.

General Classes or Types of Records

Contain information on issues related to senior citizens, annual reports, position and discussion papers on issues of interest to client group, service suppliers, and government.

Access

Coordinator
Information and Privacy
Office for Senior Citizens' Affairs
6th Floor, 76 College Street
Toronto, Ontario
M7A 1N3
Telephone: (416) 965-5106



A public reading room for the review of manuals and other information is open during regular office hours on the sixth floor at 76 College Street, Toronto.

In addition, a public reading room is located at the council office on the second floor at 700 Bay Street, Toronto, (telephone: (416) 965-2324).

Sheridan College of Applied Arts and Technology

Head

Chairman, Board of Governors
Sheridan College of Applied Arts and Technology
1430 Trafalgar Road
Oakville, Ontario
L6H 2L1
Telephone: (416) 845-9430

Mandate

The mission of Sheridan College is to meet the non-university career education needs of full-time and part-time students, both post-secondary and other, of the adult population of Peel and Halton Regions and, as appropriate, other citizens of Ontario. Sheridan College provides high quality, practical, career-centred education and training in many program areas.

Organization

Sheridan College is governed by a 17-member Board of Governors, which includes four non-voting members of the college constituent groups (faculty, staff, student, administration), and the college President as an ex-officio member. The college is organized into three divisions, with 10 campuses in Brampton, Burlington, Milton, Mississauga, and Oakville. The college administrative headquarters are in Oakville.

Divisions

Board of Governors

The Board of Governors, appointed by the Council of Regents and the local municipality, establishes college goals and policies, and oversees college operations. The Board has established two standing committees: Administration and Operations.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees

President's Office

Appointed by and responsible to the Board of Governors, the President is chief executive officer with full authority to manage and direct the business affairs of the college. The

President's Office is comprised of the President, the Government Relations Office, and the Affirmative Action Adviser.

General Classes or Types of Records

Contain information on the management of the college, the provision of information to the public on college affairs, and on negotiations with federal/provincial governments.

Manuals

Issued to administrative staff and containing college administrative policies and procedures.

Sheridan College Policy Manual for Administration

Academic Division

The Vice-President, Academic, is responsible for educational programs to full-time students in the following areas: post-secondary (applied arts, applied science and technology, business, computer studies, crafts and design, English and the language arts, fashion and merchandising arts, media arts and music theatre, health sciences, visual arts), skills development, and co-operative education. Each academic school is administered by a dean. Additional responsibilities include academic planning and analysis, and the college's computer systems.

General Classes or Types of Records

Contain operational records common to community colleges as described in the introduction to this directory, relating to the development and delivery of academic programs. Also contain information relating to services and facilities operated by students as part of an academic program.

Clotheseteria (Retail Store)
Holland Room (Dining Room)
Sheridan Sun (Student Newspaper)
Theatre Sheridan

Manuals

Issued to co-op students and containing information on the academic policies, rules, regulations and guidelines for cooperative education programs.

Co-op Student Handbook

Administration and Development Division

The Vice-President, Administration and Development, is responsible for administrative support and student services functions, as well as for part-time programs offered through Continuing Education and Training and Leadership Development. Administrative support functions include management information systems, human resources, marketing, and information services. Included in student services functions are placement, housing, enrolment services, athletics, alumni affairs and fundraising, health services, and counselling and career services. Also responsible for professional

development, research and development, library and media services, operational review, teleconferencing/distance education, and international affairs.

General Classes or Types of Records

Contain operational records common to community colleges relating to the enrolment and registration of students, the provision of student services listed above and the coordination of alumni fundraising activities, as well as general administration records, as described in the introduction to this directory. Also contain information on research and development and other special projects, the development of learning materials, and on teacher training.

Distance Learning/Teleconference Project and Contract Files

Labour Market Studies

Learning Materials Royalties & Licences

Research and Development Project Files

Teacher Training Program Records

Manuals

Issued to post-secondary students to provide information on academic policies, rules and regulations, and college services. Issued to college administrators, faculty and staff with policy and procedures information and guidelines.

Developing Printed Learning Materials: An Author's Guide

Guide to Proposal Preparation

Professional Development Leave for Administrators:

Policies and Procedures

Student Guide

Finance Division

The Vice-President, Finance, is responsible for physical plant, accounting services, audit, payroll, purchasing, telecommunications, the Innovation Centre, and ancillary operations including college bookstores, cafeterias and a student residence. The Vice-President, Finance, also acts as Secretary to the Board of Governors.

General Classes or Types of Records

Contain operational records common to community colleges relating to the operation of the ancillary services listed above and general administrative records, as described in the introduction to this directory.

Credit Valley Student Residence Records
Security and Investigative Reports

Access

Information and Privacy Coordinator
Sheridan College of Applied Arts and Technology
1430 Trafalgar Road
Oakville, Ontario
L6H 2L1
Telephone: (416) 845-9430



A public reading room for the review of manuals and other information is open during regular library hours at the Main Library, Oakville Campus, 1430 Trafalgar Road, Oakville.

Sir Sandford Fleming College of Applied Arts and Technology

Head

Chairman, Board of Governors
Sir Sandford Fleming College of Applied Arts and Technology
Brealey Drive
Peterborough, Ontario
K9J 7B1
Telephone: (705) 743-5610

Mandate

The college's responsibility is to provide a comprehensive learning environment designed to meet and accommodate the diverse needs of students from across Canada, with the primary area of service being Northumberland, Haliburton, Peterborough, and Victoria Counties. The college provides education and training emphasizing vocational and avocational subjects for secondary school graduates and mature students.

Organization

The college is governed by a 17-member Board of Governors which includes the college's President as an ex-officio member and secretary-treasurer. The college is organized under the President supported by four senior officers: Executive Dean/Principal, Sutherland Campus; Executive Dean/Principal, Frost Campus; Executive Director, Administrative Services; Executive Director Human Resources, Student Services, and Registrar. The college has two campuses located on five sites in Peterborough, Cobourg, Lindsay, and Haliburton. Administrative headquarters are located in Peterborough.

Divisions

Board of Governors

The Board of Governors is appointed by the Council of Regents and establishes College policies and provides corporate direction. The Board is organized into five standing committees: Executive; Finance and Property; Academic and Student Affairs; and Audit; and Operational Review.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees

President's Office

Appointed by and responsible to the Board of Governors, the President is the chief executive officer responsible for managing the business affairs of the college. The Director of Public Relations and the Director of Planning and Special Projects report directly to the President.

General Classes or Types of Records

Contain information on the management of the college and the provision of information to the public on college affairs.

Minutes of President's Executive Committee

Sutherland Campus

Sutherland Campus is headed by an Executive Dean/Principal and provides academic programs in Applied Arts, Business, Health Sciences and Technology. The Campus is organized into three academic schools: The School of Business, The School of Health Sciences and Applied Arts, and The School of Technology. In addition, there are non-academic divisions relating to student services (counselling, health services, admissions, athletics, financial aid), marketing, plant and property, library, and professional development.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs, and the provision of student services listed above, as well as general administrative records, as described in the introduction to this directory.

Frost Campus

Frost Campus is headed by an Executive Dean/Principal and provides academic programs in natural resources and related fields. The campus is organized into four academic divisions: Resource Management, Resource Services, Resource Technology, and Training and Community Education. In addition, there are non-academic divisions relating to Student Services (counselling, health services, admissions, athletics, and financial aid), marketing, library, plant and property, and professional development.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs, and the provision of student services listed above, as well as general administrative records, as described in the introduction to this directory.

Administrative Services

Reporting to the Executive Director of Administrative Services are Financial Services, Statistical Services, Computer Services, Physical Resources, and Purchasing.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Human Resources

This division provides human resource services to the college.

General Classes or Types of Records

Contain information relating to the college's human resource management functions, as described in the introduction to this directory.

Access

Freedom of Information and Privacy Coordinator
Sir Sandford Fleming College
526 McDonnel Street
Peterborough, Ontario
K9J 7B1
Telephone: (705) 743-5620



A public reading room for the review of manuals and other information is open during regular office hours at Brealey Drive, Peterborough.

Ministry of Skills Development

Head

Minister of Skills Development
13th Floor, 101 Bloor Street West
Toronto, Ontario
M5S 1P7
Telephone: (416) 965-8276

Mandate

The ministry is responsible for developing and implementing policies, programs and activities that will assist individuals in obtaining the skills necessary to enhance their employability and that will contribute to Ontario's economic growth by helping employers achieve their skills development goals. The ministry is also responsible for improving access to training and employment opportunities for persons with special needs and other targeted groups that encounter particular employment barriers.

Organization

The ministry's head office is in Toronto. It is organized into three divisions. Ministry programs are administered and the public served from head office and 27 field offices.

Divisions

Office of the Deputy Minister

Provides support to the deputy minister in matters relating to programs and policies of the ministry and includes the Legal Services Unit which advises the ministry on legal matters.

General Classes or Types of Records

Contain general administrative and operational information as described in the introduction to this directory.

Communications and Marketing Branch

The branch provides communications support to the minister, deputy minister and program branches and includes French Language Services. Activities include development and implementation of communications and marketing strategies, media liaison, answering public enquiries, production and distribution of publications, news releases, speeches and audio-visual materials, and special promotions and similar communications functions.

General Classes or Types of Records

Contain information on the development and implementation of communication and marketing strategies, including documentation on media liaison, youth programs, public enquiry correspondence, news releases, and ministry publications.

Program Publication Files
Supplier/Information

Finance and Administration Division

This division develops, maintains and implements effective accountability and comptrollership functions, audit programs and procedures. In addition, it provides financial, budgeting, human resources, office services and administrative support to the ministry. The division comprises: Audit Branch; Management Resources Branch; Financial Services; Information Systems; and Financial Inspection Services.

General Classes or Types of Records

Contain information and original documentation on accounts payable, revenue, employee payrolls, computer and financial system procedures, daily, monthly, quarterly and year-end financial reports.

Contracts (supplier and consultant)
Revenue
Transfer Payment History
Year-End Public Accounts (preliminary reports/final statements)

Policy and Development Division

The division assists the deputy minister and senior management to develop strategic policy and management planning processes; develops, analyses, and coordinates responses to policy issues affecting the ministry; maintains ministry liaison with Cabinet committees and work groups; evaluates the potential impact of external factors likely to affect existing or future activities of the ministry; works with the federal government to develop overall federal-provincial training agreements and implement parts of those agreements; and undertakes research in areas such as human-resource planning and labour market requirements. The division comprises: Policy and Planning Branch; Planning Development; Federal-Provincial Relations; and Labour Market Research.

General Classes or Types of Records

Contain information on policy and procedure for all ministry programs and activities, the evaluation of ministry programs; and the ministry role and responsibility with respect to federal expenditures in training and job creation in the province.

Annual Labour Market Needs Assessment
Canada/Ontario Agreement on Training, and Schedule of Appendices
Consultants' Reports
Human-Resource Planning and Development Workshops

Market Research Reports
Special Studies and Projects
Training Purchase Plans
Youth Employment Policy Development

Manuals

Issued to colleges, Canada Employment Centres, and employers, and outline the training plan developed under the Canada/Ontario Agreement on Training.

Institutional Training Plan under Canada/Ontario Agreement on Training

Skills Training Division

The Skills Training Division includes the Apprenticeship Branch, the Training Support Services Branch and the Literacy Branch, and is responsible for the implementation and administration of a variety of employer-based training and training support programs aimed at assisting employers and individuals to achieve their skills development goals.

General Classes or Types of Records

Contain information relating to the operation, administration, development, approval and enforcement of division programs and activities.

Apprenticeship Training and Accreditation Standards
Company Schedules of Training
Development of Modular and Trade Training Programs
Enforcement Activities
Examination Scheduling Lists
General Program Operations
In-School Training Attendance Reports/Schedules
Interprovincial Apprenticeship Training and Certification Standards
Literacy Grant Files
Occupational Trade Certification Reports
Operation of Advisory Committees
Private Hairstyling School Files
Records and Reports (re colleges of applied arts and technology seat purchases)
Research, Reports, and Statistical Information
Systems Design, Development and Implementation
Trade and Program Information

Manuals

Issued to head office, field staff and college program administrators to provide guidelines and details on administrative, operational, and development policy and procedures.

Application and Guidelines (International Marketing Interns Program, Ontario Help Centres Program, Ontario Training Trust Fund Program)
CITC (Community Industrial Training Committees)
CITC Executive Assistants
CITC Special Projects
Delivery of Attestations and Monitors to Employment and Immigration Canada Manual
Field and Program Instructions

Modular Examination Development Manual
Ontario Skills/Ontario Skills Development Office
Ontario Basic Skills/Ontario Basic Skills in the Workplace
Special Project Fund
Special Support Allowance
System for Modular Industrial Training Programs Catalogue
Technicians and Technologists Skills Updating Program Implementation Guidelines

Youth Employment Services Branch

The Youth Employment Services Branch is responsible for the implementation of youth employment programs and services which include the FUTURES, Start-Up, Ontario Youth Employment and Summer Experience programs and Environmental Youth Corp.

General Classes or Types of Records

Contain operation and administration files pertaining to program and service delivery.

Client and Project Files
Communications Plans
Delivery Organization Files
Environmental Youth Corp
Information Officers Program – General
Letters of Agreement
Loan and Grant Reconciliations/Recoveries/Repayments
Program Application Distribution
Program History/Legislation/Reviews
Provincial Youth Employment Programs
Youth Programs Conference Reports
Youth Trusts (by community)

Manuals

Issued to staff to provide guidelines on the implementation and development of youth employment programs and procedures.

Counselling Guide
Fundraising Manual

Affiliated Agencies

Apprenticeship and Tradesmen's Provincial Advisory Committees

The following provincial advisory committees are established under the Apprenticeship and Tradesmen's Qualification Act to advise the minister on the development and operation of the apprenticeship programs.

The Provincial Advisory Committee for the Trade of Air Cooled and Marine Engine Mechanic
The Provincial Advisory Committee for the Trade of Alarm and Security System Installer
The Provincial Advisory Committee for the Trade of Auto Body Repairer and Painter

The Provincial Advisory Committee for the Trade of Automatic Machinist
 The Provincial Advisory Committee for the Trade of Automotive Machinist
 The Provincial Advisory Committee for the Trade of Baker
 The Provincial Advisory Committee for the Trade of Brick and Stone Mason
 The Provincial Advisory Committee for the Trade of Chemical Process Operator
 The Provincial Advisory Committee for the Trade of Construction Boilermaker
 The Provincial Advisory Committee for the Trade of Construction Millwright
 The Provincial Advisory Committee for the Trade of Cook
 The Provincial Advisory Committee for the Trade of Electrician
 The Provincial Advisory Committee for the Trade of Farm Equipment Mechanic
 The Provincial Advisory Committee for the Trade of Fitter (Structural Steel/Platwork)
 The Provincial Advisory Committee for the Trade of Fork Lift Truck Mechanic
 The Provincial Advisory Committee for the Trade of General Carpenter
 The Provincial Advisory Committee for the Trade of Glazier and Metal Mechanic
 The Provincial Advisory Committee for the Trade of Hairstylist
 The Provincial Advisory Committee for the Trade of Heavy Duty Equipment Mechanic
 The Provincial Advisory Committee for the Trade of Hoisting Engineer
 The Provincial Advisory Committee for the Trade of Horticulture
 The Provincial Advisory Committee for the Trade of Industrial Electrician
 The Provincial Advisory Committee for the Trade of Industrial Mechanic (Millwright)
 The Provincial Advisory Committee for the Trade of Industrial Woodworker
 The Provincial Advisory Committee for the Trade of Instrumentation Mechanic
 The Provincial Advisory Committee for the Trade of Ironworker
 The Provincial Advisory Committee for the Trade of Lineman
 The Provincial Advisory Committee for the Trade of Motor Vehicle Mechanic
 The Provincial Advisory Committee for the Trade of Motorcycle Mechanic
 The Provincial Advisory Committee for the Trade of Packaging Machine Mechanic
 The Provincial Advisory Committee for the Trade of Painter and Decorator
 The Provincial Advisory Committee for the Trade of Plumber and Steamfitter
 The Provincial Advisory Committee for the Trade of Precision Metal Machining
 The Provincial Advisory Committee for the Trade of Radio and Television Service Technician
 The Provincial Advisory Committee for the Trade of Refrigeration and Air-Conditioning Mechanic

The Provincial Advisory Committee for the Trade of Sheet Metal Worker
 The Provincial Advisory Committee for the Trade of Sprinkler and Fire Protection Installer
 The Provincial Advisory Committee for the Trade of Truck/Coach Mechanic
 The Provincial Advisory Committee for the Trade of Watch Repairer
 The Provincial Advisory Committee for Trades Updating

General Classes or Types of Records

Contain information related to the identification of trades training needs, the formation and operation of steering committees and provincial advisory committees, the drafting and amending of trade regulations, and the maintenance of province-wide client contacts, including industry and labour organizations, community colleges, and other ministries.

Provincial Advisory Committees Membership Lists
 Sunset Review Files (re applications for committee renewals)

Manuals

Issued to staff to provide guidelines and rationale for the implementation of provincial advisory committees.

Guidelines for Provincial Advisory Committees

Access

Information and Privacy Coordinator
 Ministry of Skills Development
 11th Floor, 101 Bloor Street West
 Toronto, Ontario
 M5S 1P7
 Telephone: (416) 965-8300



A public reading room for the review of manuals and other information is open during regular office hours on the eleventh floor at 101 Bloor Street West, Toronto.

Ministry of the Solicitor General

Head

Solicitor General
11th Floor, George Drew Building
25 Grosvenor Street
Toronto, Ontario
M7A 1Y6
Telephone: (416) 965-2021

Mandate

The ministry oversees law enforcement and public safety throughout Ontario; supervises all provincial police services including those maintained by municipalities and regions; and is the civilian authority for the Ontario Provincial Police (OPP). In addition, the ministry administers a specialized scientific criminal-analysis facility; maintains provincial fire safety standards; determines cause when death occurs in unusual circumstances; oversees a forensic pathology service; and coordinates emergency planning for the province.

Organization

Head office is in Toronto. The ministry comprises four main divisions: the Ontario Provincial Police; Policy and Program Development; Program Resources; and Public Safety. These divisions are structured to meet the ministry's diverse and complex responsibilities. The Special Advisor to the Deputy Minister and the OPP Telecommunications Project report to the deputy minister.

Divisions

Ontario Provincial Police Telecommunications Project

Established to design and implement a new province-wide mobile radio system for the Ontario Provincial Police.

General Classes or Types of Records

Contain information relating to the design and development of a new mobile radio system for the Ontario Provincial Police.

Equipment Specifications
Land-Use Contracts
Topographical Records

Ontario Provincial Police (OPP)

The Ontario Provincial Police serves areas of Ontario where there are no local police forces and also provides

specialized investigative and enforcement assistance to municipal and regional forces. The OPP is comprised of the Office of the Commissioner and three deputy commissioners – Field Operations, Investigations, and Services – and seven divisions each under the command of a chief superintendent. The Office of the Commissioner provides policy direction and coordinates operations. The Budget Coordinator, Force Adjudicator, Professional Standards Branch, Protocol Officer and the Relocation Project are all within the Office of the Commissioner and have direct reporting lines. Field Operations is comprised of three field divisions: "A" Division (Districts 1-6), "B" Division (Districts 7-11), "C" Division (Districts 12-17). Field Coordination Branch and Indian and Municipal Policing Branch. In total, Field Operations consists of 16 policing districts comprising 188 detachments including 13 municipal and four summer detachments. Investigations is comprised of two divisions: Special Investigations Division which consists of Anti-Rackets Branch, Criminal Investigations Branch, and General Investigations Branch; and Investigation Support Division which consists of Intelligence Branch, Registration Branch, Security Branch and Technical Support Branch. Services is comprised of Policy and Planning Branch, Program Evaluations Branch and two divisions – Administrative Services which consists of Information Services Branch, Records Management Branch, Staff Services Branch, and Training Branch; and Support Services Division which consists of Computer and Telecommunications Branch, Quartermaster Stores Branch and Transport Branch.

General Classes or Types of Records

Contain general administrative and operational records as described in the introduction to this directory. Also contain information relating to the administration and operation of the OPP and the law-enforcement functions it performs throughout the province.

Access Request Records
Agreements (shared use of information systems)
Crime-Prevention Measures
Criminal and Accident Statistics
Emergency Services
Enforcement of Federal and Provincial Statutes
Equipment Studies and Requirements
Fleet Management
Force Programs
Grand Jury Reports
Legal Procedures
Non-Personal Investigative Files
OPP Publications
Police Week
Policing Responsibilities
Public Awareness
Public Relations
Relationships with Other Police Forces
Statutes and Municipal Bylaws
Traffic Records
Training Programs

Manuals

Issued to staff to provide support for the administration, training and operation of the OPP.

Ontario Provincial Police Orders

Policy and Program Development Division

Provides required services (e.g., affirmative action, communication services, French-language coordination, legal advice, and policy development and coordination) to program managers in the ministry. The division comprises the following branches: Communications; Employment Equity Program; French Language Coordinator; Legal Services; and Policy Development and Coordination.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Program Resources Division

Provides required services (e.g., accommodation services, information technology, internal audit, financial, personnel administration and purchasing) to program managers in the ministry. The division comprises the following branches: Accommodation Services; Financial and Administration Services; Information Technology Services; Internal Audit; and Human Resources Services.

General Classes or Types of Records

Contain general administration records as described in the introduction to this directory.

Manuals

Issued to all ministry offices by the Financial and Administration Services Branch.

Ministry of Solicitor General – Manual of Administration

Public Safety Division

The Public Safety Division promotes adequate standards for fire-safety services; determines the causes of fires; reviews the fire-safety standards of building plans; determines cause when death occurs in unusual circumstances in order to prevent or minimize any future loss of life; provides designated schools of anatomy with sufficient materials for training purposes; provides services and expertise in forensic pathology; and, using specialized and systematic analysis, presents facts to the province's judicial system. In addition, the division is responsible for planning provincial response to major emergencies including off-site accidents at nuclear plants, and for assisting municipalities and provincial ministries and agencies in developing plans to deal with emergencies in their respective jurisdictions. The division consists of the following branches: Emergency Planning; Centre of Forensic Sciences; Forensic Pathology; Office of the Chief Coroner; and Office of the Fire Marshal.

General Classes or Types of Records

Contain administrative information relating to the division's programs and the specific functions of each branch. Also contain information on contingency plans for emergencies

and disasters, and agreements between federal, provincial and municipal governments concerning emergency planning.

Advisory Services by Area
Breath Testing Program
Breathalyzer Maintenance and Repairs
Breathalyzer Supplies
Breathalyzer Training Specifications
Emergency Vehicles and Equipment Studies
Extinguishers
Fire and Affiliated Associations
Fire Fighting and Safety – Technical Studies
Fire Prevention Programs
Fire Services
Fire Statistics
Hotel Inspections
Hotel Safety
Inflammability of Fuel – Studies
Municipal Protection Surveys
Non-Personal Investigative Case Files
Public Protection Programs
Rescue Services
Truck Specifications

Manuals

Issued to staff of the division.

Fire Fighting Operations
Fire Prevention – General
Laboratory Aids for the Investigator
Ontario Fire College (training videotapes)
Regional Fire Fighting
Techniques of Instruction

Affiliated Agencies

Advisory Committee On Crime Prevention

The Advisory Committee on Crime Prevention evaluates crime-prevention programs in other jurisdictions with a view to their introduction in Ontario; assesses and evaluates existing crime-prevention programs; visits police forces across Ontario to assist the development and initiation of crime-prevention programs; and assists the Ontario Police College in developing crime-prevention courses. The day-to-day work of the committee is carried on by the Crime Prevention Liaison Officer.

General Classes or Types of Records

Contain information relating to the creation of municipal crime-prevention programs and the development of information materials for the public.

Minutes of Meetings

Animal Care Review Board

The Animal Care Review Board is the statutory body which hears appeals concerning the seizure of animals by the Humane Society.

General Classes or Types of Records

Contain information and correspondence related to the board's activities.

- Appeal Decisions
- Minutes of Meetings
- Transcripts of Appeal Hearings

Coroners' Council

The Coroners' Council reviews the appointments of coroners and recommends termination of appointments of those who are not actively performing the duties of coroners; receives and investigates complaints concerning misbehaviour, incompetence or inability, or neglect of duty by coroners and makes such recommendations as it sees fit.

General Classes or Types of Records

No records are maintained by the Coroners' Council.

Fire Code Commission

The Fire Code Commission hears appeals concerning Fire Marshal's orders issued by municipal fire departments for violations of fire-safety codes in buildings.

General Classes or Types of Records

Contain information relating to the commission's hearings.

- Minutes of Meetings
- Transcripts

Manuals

- Manual of Records of Hearings

Ontario Police Arbitration Commission

The Ontario Police Arbitration Commission is responsible for monitoring and evaluating the effectiveness of the police arbitration system and making recommendations for its improvement. The commission has five members and administers the arbitration process between the municipalities and municipal police forces.

General Classes or Types of Records

Contain information and correspondence related to the police arbitration process.

- Arbitration Decisions
- Commission Recommendations
- Minutes of Meetings

Ontario Police Commission

The Ontario Police Commission was founded in 1962 to establish and maintain acceptable and uniform standards of police performance. The commission is responsible for supervising, monitoring and training, and provides technical operational assistance to Ontario's 125 municipal and regional police forces and the OPP. It conducts investigations and hearings into the conduct and performance of law-enforcement officers, and hears disciplinary appeals under the Police Act. It also assists in determining systems and policing needs in municipalities.

General Classes or Types of Records

Contain information relating to the administration and operation of police forces in the province.

- Amalgamation of Policing Jurisdictions
- Annual Reports of Municipal Police Forces
- Crime Statistics
- Domestic Violence
- Equipment Studies and Requirements
- High-Speed Pursuits
- Inspection Reports
- Ontario Police College – Officer Training
- Police Force Complaints
- Police Forces' Budgets and Resources
- Seatbelt Enforcement
- Traffic Safety Programs
- Workload Studies (manpower requirements)

Manuals

Issued to assist in the administration of police forces. In addition to the manuals listed below, there are 1,600 training manuals, precis, hand-outs and videotapes relating to all areas of law enforcement. Most manuals are maintained at the Ontario Police College in Aylmer.

- Field Training
- Guidelines for Police Governing Authorities
- Ontario Police Evaluation Guide
- Ontario Police Recruiting Guide
- Policies and Procedures – Technical Services Branch
- Report on Police Training

Access

Information and Privacy Coordinator
Ministry of the Solicitor General
2nd Floor, 90 Harbour Street
Toronto, Ontario
M7A 2S1
Telephone: (416) 324-3537

A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 90 Harbour Street, Toronto.

Stadium Corporation of Ontario Limited

Head

President and Chief Executive Officer
Stadium Corporation of Ontario Limited
Suite 930, 277 Front Street West
Toronto, Ontario
M5V 2X4
Telephone: (416) 963-3513

Mandate

The corporation was incorporated in August 1984 under the Business Corporations Act, 1982 (Ontario), and functions as a Crown agency reporting through the Treasurer of Ontario and Minister of Economics. It is charged with responsibility for the construction, operation and maintenance of the SkyDome stadium complex located in Metropolitan Toronto and is responsible for negotiating such financial, construction and leasing agreements as are necessary or of advantage to this purpose.

Organization

The corporation's sole division includes the following functional areas: Executive; Finance; Marketing, Communications and Public Relations; Administration; and Operations. Records are maintained centrally.

Divisions

All functional areas report to the president and chief executive officer.

General Classes or Types of Records

Contain background material associated with the development of the stadium concept, and information, analyses, and recommendations relating to the stadium project.

- Architectural Submissions
- Board of Directors' Meetings
- Contractual Arrangements
- Design Competition Documents
- Proposals for Stadium-Related Goods and Services
- Special Studies

Access

Treasurer
Stadium Corporation of Ontario Limited
Suite 930, 277 Front Street West
Toronto, Ontario
M5V 2X4
Telephone: (416) 963-3513



A public reading room for the review of manuals and other information is open during regular office hours at Suite 930, 277 Front Street West, Toronto.

Teachers' Superannuation Commission

Head

Chairman
Teachers' Superannuation Commission
Suite 400, 5650 Yonge Street
North York, Ontario
M2M 4H5
Telephone: (416) 226-2700

Mandate

The Teachers' Superannuation Commission provides pension plans for persons employed in education in Ontario and advises the Minister of Education on the management of the pension plan. The Treasurer of Ontario is custodian of the Teachers' Superannuation Fund.

Organization

The Teachers' Superannuation Commission is governed by five commissioners appointed by the Ontario Cabinet and five commissioners employed in education and each elected by one of the five affiliates in the Ontario Teachers' Federation. The commission is organized into the Administration and Information Services Division and the Communications and Entitlements Division, which report to the Commission Director, as chief executive officer.

Divisions

Director's Office

Reporting to the commissioners, the Director is responsible for the overall administration of the commission. The functions of Legal Counsel, Internal Auditor and Personnel Department also report to the Director.

General Classes or Types of Records

Contain information relating to the overall management of the Commission and the provision of legal advice, as well as general administrative records as described in the introduction to this directory.

Agendas
Bylaws
Committee Records
Minutes of Executive Committees
Relations with Teachers Associations and Levels of Government

Administration and Information Services Division

The Administration and Information Services Division provides financial management and administrative support services, and controls the computer and information systems that record teachers' contributions, employers' contributions and monthly payments to pensioners.

General Classes or Types of Records

Contain information relating to the administration of the investment portfolios.

Accounting Policy
Board Control
Financial Information Systems
Long-Term investment portfolio
Short-Term investment portfolio

Communications and Entitlements Division

The division consists of a Benefits Department and a Communications Department. The Benefits Department is responsible for delivering benefits to pensioners and responding to contributor enquiries. The Communications Department is responsible for the preparation and distribution of mass educational and informational communication materials to the clients.

General Classes or Types of Records

Contain information relating to the management of the pension fund, the collection and distribution of benefits and the provision of information relating to contributors.

Compulsory Employment Credit
Optimal Credit
Public Relations
Workshops and Public Relations Training

Manuals

Issued to staff to provide details on administration and operational policies and procedures.

Guidelines to Contributions

Access

Information and Privacy Coordinator
Teachers' Superannuation Commission
Suite 400, 5650 Yonge Street
North York, Ontario
M2M 4H5
Telephone: (416) 226-2700



A public reading room for the review of manuals and other information is open from 8:00 a.m. to 4:30 p.m. Monday to Thursday, and 8:00 a.m. to 12:15 p.m. on Friday, on the fourth floor, 5650 Yonge Street, North York.

Ministry of Tourism and Recreation

Head

Minister of Tourism and Recreation
7th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 963-1401

Mandate

The ministry encourages the development of a wide variety of tourist and recreational opportunities for Ontario residents and visitors. It promotes the growth of the tourism industry through marketing initiatives, financial assistance and advisory services and through its agencies which serve the public directly. The ministry also provides resources to municipalities, provincial organizations and community groups offering sport and recreation programs.

Organization

The ministry has four divisions – Corporate Management Services, Tourism, Recreation, and Tourism and Recreation Operations – and includes the Communications Branch and the Strategic Policy Branch. The Huronia Historical Advisory Council, Old Fort William Advisory Committee, Advisory Committee on Sport Fitness and Recreation Safety, Ontario Place Corporation, and St. Lawrence Parks Commission are agencies that report to the ministry. Head office is in Toronto and the ministry maintains 22 local offices in communities across the province.

Divisions

Communications Branch

The branch provides corporate communications services including the development of publications (brochures and newsletters) and the writing of speeches and letters of greeting for the minister and deputy minister. The branch promotes the ministry's work through the media and coordinates the ministry's French-language services.

General Classes or Types of Records

Contain information on administration and finance, ministry programs, policies, agencies and attractions.

French-Language Services
Production and Reference for Employee Newsletter

Manuals

Provide policy guidelines on print and display production, public inquiries, the use of minister's and deputy

minister's letters of greeting, and the purchase of creative services.

Communications Policies

Strategic Policy Branch

The branch coordinates ministry strategic planning and policy development; advises the minister and deputy minister on corporate policy issues; monitors relevant developments in other ministries; works with program staff to identify issues and prepare policy proposals; and coordinates ministry response to interministerial and government-wide issues.

General Classes or Types of Records

Contain information used in the analysis of tourism and recreation policy issues. Also include material concerning environmental assessments.

Environmental Assessment
Policy Development and Research

Corporate Management Services Division

The division is responsible for budget planning and analysis, financial control, human resources, audit services, employment equity and ministry-wide administration including the supervision of support-service agreements with other ministries and liaison with central agencies. Also acts as liaison for and representative of seven of the ministry's agencies and one attraction. Legal services are provided by the Ministry of Culture and Communications which retains related records on behalf of the Ministry of Tourism and Recreation.

General Classes or Types of Records

Contain correspondence and reports on administrative, operational and management policy processes and procedures, advice to the minister, information on program areas and agencies, finance, corporate planning, auditing, human resources, and systems and support services. Also contain correspondence between the ministry and the government's central agencies.

Agencies, Boards, and Commissions – General
Metro Toronto Convention Centre
Niagara Parks Commission
Ontario Lottery Corporation
Ontario Place Corporation
Ontario Trillium Foundation
Ottawa Congress Centre (Canada's Capital Congress Centre)
St. Clair Parkway Commission
St. Lawrence Parks Commission

Manuals

Document ministry administrative practices and provide operating guidelines.

Ministry Administration

Recreation Division

The division ensures that appropriate services, programs and facilities for recreation, sports and fitness are accessible to all residents of the province; supports community leisure-service agencies, sport and fitness organizations serving elite and recreational athletes, research activities, and leadership training. The division is also responsible for liaison with two agencies of the ministry, Thunder Bay Ski Jumps Ltd., and the Advisory Committee on Sport Fitness and Recreation Safety.

General Classes or Types of Records

Contain information on general administrative, financial policy and legal matters, client relations including financial assistance requests and reports, and program and project-planning and reports.

- Camping and Outdoor Education
- Fitness Services
- Grants – Provincial Sports-Governing Bodies and Physical Recreation Agencies
- Liaison – Sports, Fitness and Recreation Clients
- Non-Profit Camps – Grant Applications
- Provincial Recreation Certification
- Recreation Leadership
- Recreation Services
- Specialized Recreational Programs
- Sports Services Correspondence
- Thunder Bay Ski Jumps Ltd.
- Workshops and Conferences

Manuals

Issued to all staff involved in grants administration and other assistance programs within the Sports and Fitness Branch and also to relevant client organizations.

- Financial Assistance Guidelines
- Sports Awards Criteria

Tourism Division

The division assists the tourist industry in developing facilities and services for Ontario residents and visitors and in marketing tourism in Ontario, and acts as the government's advocate for tourism. Also responsible for the operation of Old Fort William (OFW) and the Huronia Historical Parks (HHP) and for liaison with the Huronia Historical Advisory Council and the Old Fort William Advisory Committee.

General Classes or Types of Records

Contain tourism-promotion files, an inventory of publications, economic impact studies, financial analysis modules of various establishments, photographs, curatorial records, blueprints, emergency and security reports, tourism statistics, and administrative material.

- Advertising Projects
- Assessment of Ontario's Tourist Industry
- Financial Assistance Programs

- Huronian Historical Parks – Maintenance, Program Delivery, Promotion and Public Relations
- International Offices – Promotion
- Old Fort William – Advertising and Public Relations, Emergency and Security Reports, Historical Research and Collections Management
- Old Fort William – Interpretive Programming
- Old Fort William – Maintenance and Construction
- Old Fort William – Reservations and Tour Bookings
- Promotions Projects
- Publications and Source Material
- Research Statistics
- Research Studies and Profiles
- Tourism Development and Improvement
- Tourism Policy
- Tourism Promotion
- Travel Trade Promotion
- Visit Ontario Program

Manuals

Issued to staff at Ontario Travel Centres, the head office of the Travel Information Section, Old Fort William, and Huronia Historical Parks to provide direction and information concerning their areas of responsibility.

- Huronian Historical Parks (Interpretive and Educational Manual, Sainte-Marie Interpretive and Educational Manual, Naval and Military Establishments)
- Naval and Military Establishments Operations Manual
- Old Fort William (Artillery Demonstration Safety, Education Canoe Safety, Information Centre Operations, Interpretive Canoe Safety, Musket Demonstration Safety, Seasonal Staff Handbook, Tour Guide Manual, Volunteer Handbook)
- Ontario Travel Centres – Operations Manual
- Sainte-Marie Operations Manual
- Telephone Counselling Operations Manual

Tourism and Recreation Operations Division

Through 22 field offices grouped into five regions, the division provides consulting services and channels government financial assistance to tourism and recreation clients in order to stimulate economic growth and recreational opportunities. Administrators and processes grants to fund various recreation projects and processes loans to tourism clients in northern Ontario.

General Classes or Types of Records

Contain information on applications from and licences for tourist establishments, general client-related correspondence and administration files. Also contain information on grant applications and correspondence, including detailed records of payments and approval transactions relating to each grant. The following records are kept by all regional offices unless otherwise specified.

- Community Recreation Centres Act – Grants (CRCA Audit)
- Eastern Ontario Federal-Provincial Subsidiary Agreement (eastern region)

General Grant Programs
Grants Administration System – Grants Administration Unit
Municipal Grants under Regulation 517
Northern Ontario Regional Economic Development (northeastern and northwestern regions)
Northern Ontario Rural Development Agreement (northeastern and northwestern regions)
Recreation Client Services
Recreation Grants
Tourist Establishments and General Administration (research, studies, statistics)

Manuals

Issued to staff to provide guidance in preparing forms and letters used in grants administration.

Grants Administration Procedures

Affiliated Agencies

Advisory Committee on Sport Fitness and Recreation Safety

The committee advises the minister on general policy concerning the ministry's activities in promoting safe practices in amateur sports, fitness and physical recreation programs in Ontario.

General Classes or Types of Records

This committee does not yet maintain records.

Huronian Historical Advisory Council

On behalf of the Huronia region and under the terms of the 1976 agreement between the province and the Jesuit Fathers of Upper Canada Holding Corporation, the volunteers appointed to the council report to the minister on two historic sites – Sainte-Marie-Among-the-Hurons (Midland) and the Historic Naval and Military Establishments (Pentanguishene). The council promotes tourism in Huronia and Huronia's history and culture.

General Classes or Types of Records

Contain minutes of meetings, travel claims, correspondence, and general information on the council.

Old Fort William Advisory Committee

The committee advises the minister on general policy concerning Old Fort William's capital development and program expansion. It works to build community awareness and an understanding of Ontario's fur trade heritage.

General Classes or Types of Records

Contain information on travel, hospitality, general administration, and minutes of meetings.

Ontario Place Corporation

The corporation operates a 39-hectare cultural, entertainment and recreation complex on the Toronto waterfront. Facilities include exhibition pavilions, outdoor entertainment venues, movie theatres, a marina, water-based attractions, an historic tribal-class destroyer, a children's play area, restaurants, snack bars, boutiques, picnic areas, and function and banquet facilities.

General Classes and Types of Records

Contain information concerning the corporation's management, administration, development, programs, operations, and resources.

Entertainment Contracts and Agreements
Finance and Operations
Maintenance and Construction
Marketing and Public Relations
Programs

Manuals

Issued to managers to provide direction on the corporation's administrative policies and practices.

Administration

St. Lawrence Parks Commission

The commission operates and maintains parks, campgrounds, recreational facilities and historic sites along the St. Lawrence River from the Quebec border to just west of Kingston. Historic attractions include Old Fort Henry, Upper Canada Village and Fairfield House. Among the facilities are a marina, wildfowl sanctuary, golf course and nature/recreation trails.

General Classes or Types of Records

Contain administrative and financial records, information on program delivery, marketing and promotion, planning and development, facility operation and maintenance, and historical records including an inventory of artifacts.

Historical and Research Files
Marketing and Promotion
Operation and Maintenance
Planning and Development
Program Operation and Delivery

Manuals

Issued to staff to provide direction and information to assist in performance of duties.

Customer Services Booklet
Old Fort Henry Standard Operating Procedures
St. Lawrence Parks Commission Personnel Manual

Access

Freedom of Information and Privacy Coordinator
Ministry of Tourism and Recreation
14th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 963-3155



A public reading room for the review of manuals and other information is open during regular office hours on the ninth floor at 77 Bloor Street West, Toronto.

Ministry of Transportation

Head

Minister of Transportation
3rd Floor, Ferguson Block
77 Wellesley Street West
Toronto, Ontario
M7A 1Z8
Telephone: (416) 965-2101

Mandate

The ministry develops and maintains Ontario's provincial highway system; provides subsidies for municipal roads and transit; develops policy for the province's air, rail and marine programs; licenses drivers and motor vehicles; promotes vehicle and road safety; and regulates the trucking and bus industries.

Organization

The ministry's head office is in Downsview with program delivery through regional and district offices. In addition, certain agencies, boards and commissions report directly to the minister.

Divisions

Office of the Deputy Minister

The deputy minister is responsible for the overall administration, supervision and coordination of the ministry's activities. The Communications Services Branch, Strategic Policy Secretariat, Internal Audit Branch, and Office of Legal Services report to the deputy minister.

General Classes or Types of Records

Contain information on ministry management, strategic planning, and the provision of information to the general public. Also contain general administrative records as described in the introduction to this directory.

- Ministry Insurance Policies
- Municipal Traffic Bylaws
- Public and Safety (inventory of publications available)
- Slides and Negatives (various ministry-related subjects)
- Strategy Development and Policy Planning (SPS)
- Studies on Social, Economic, Institutional and Technological Developments Including Surveys of the Public (as they relate to the ministry)
- Vehicle Safety and Fuel Economy (16mm films)

Manuals

Issued to Office of Legal Services staff to process claims.

- Procedures for Claims

Highway Operations and Maintenance Division

This division is responsible, in the area of highway operations and maintenance, for the development of policies, procedures and systems, the conformity of program delivery processes, maintenance planning and budgeting, assessment of operational efficiency, and identification of needs for change and improvement. It also provides professional expertise and program delivery support in maintenance methods and technology, electrical, traffic management and equipment engineering, and the management and operation of the government repair garage. The division comprises: Transportation Corridor Management Office; Equipment Engineering Office; Traffic Management and Engineering Office; and Maintenance Branch. The government garage provides chauffering and garage services to all government ministries.

General Classes or Types of Records

Contain information on traffic control, road illumination, speed limits, highway landscaping, advertising, building permits, maintenance activities, ministry vehicles and equipment, and municipal zoning.

- Accident Reports and Data Files
- Highway Corridor Protection and Control Files, Reports, and Studies
- Maintenance Operations and Materials Files, Reports, and Studies
- Maintenance Planning Files, Reports, and Studies
- Ministry Equipment Specifications and Design Files
- The Freeway Traffic Management System Files, Reports, and Studies
- Traffic Management and Control (signs, signals, speed limits)
- Vehicles and Equipment (operations and history)

Manuals

Issued to staff responsible for maintaining equipment and highways and managing traffic to provide detailed procedures, guidelines and policies to be followed in administering highway maintenance and operations programs.

- Corridor Control
- Equipment
- Maintenance
- Traffic

Finance and Administration

The Office of the Assistant Deputy Minister, Finance and Administration is responsible for financial, human-resource, purchasing and supply, and general office support services, the development of computer-based systems, French-language services, the Employee Incentive Program, The Management Employee Group and the Freedom of Information Office. Ministry operations are supported by the following branches: Financial Planning and Administration; Computer Systems; Human Resources; and Supply and Services.

General Classes or Types of Records

Contain information on tenders, auctions, and government vehicles. Also contain general administration records as described in the introduction to this directory.

- Contracts and Tenders
- Management Employee Group (research, issues and committees)
- Ministry Asset Disposal (sales and auctions)
- Ontario Vehicles and Fuel Purchasing
- Qualification Rating System for Contractors
- Service Centre Administration

Manuals

Issued to branch staff concerning financial policies and procedures, human-resource management, purchasing, records management, tendering procedures, and general administration. Policy directives and circulars are issued to all staff.

- Finance
- General Administration
- Ministry of Transportation Directives
- Personnel
- Supply and Services

Engineering and Construction

The Office of the Assistant Deputy Minister, Engineering and Construction directs, controls, and supplies the technical expertise for the ministry's engineering, construction and right-of-way activities, including the management of the transportation capital-investment resources for the highways program.

General Classes or Types of Records

Contain information on highway and structural designs and construction materials, standards of construction, construction companies and contractors, property, land surveys, evaluation of construction, and highway-related research initiatives.

- Annual Road Construction Programs – Computer Listings (PIMS)
- Capital Investments Monitoring and Outlooks – Computer Listing
- Cartography (working files and maps)
- Construction Resources Evaluation Program (CREP) – Computer Listing
- Contract Management Files
- Engineering Materials (test results and files)
- Environment Assessment Files
- Estimating and Engineering Claims Files
- Ground Surveys, Drawings and Photos
- Highway Design, Drainage and Hydrology
- Highway Engineering Research and Development
- Highway Photographic Inventory
- Highway Program Project Files
- Mineral Aggregate Inventory Data Bank Foundation Investigation Reports

- Permanent Counting Station Reports
- Properties
- Provincial Highway Inventory Management System – Roads, Structures, Reports
- Railway Crossings – Computer Listing
- Short-Term Traffic Projections Files
- Structural Design and Standards of Bridges and Retaining Walls, Manuals, Files
- Surveys and Plans Policies and Operations
- Traffic Volume Counts Reports

Manuals

Approximately 65 manuals support the functions of the Engineering and Construction Division. Manuals establish standards for construction, structures, highway design, etc.; outline procedures; provide property guidelines; list equipment and equipment maintenance; and assist in classification of materials, work and designs.

- Fee Appraisers Handbook
- Highway Construction Practices and Potential Environmental Concerns
- Property Manual

Provincial/Municipal Transportation

The Office of the Assistant Deputy Minister, Provincial/Municipal Transportation is responsible for the development of policy and planning initiatives to promote, coordinate and assist the movement of people and goods, at the local, regional, and inter-regional levels, and to points beyond Ontario, through the support and integrated use of all transportation modes, systems and infrastructures. Also responsible for conducting and supporting research, development and demonstrations in public transit, rail and automotive technology, and transportation energy.

General Classes or Types of Records

Contain information on projects, policy development, research, and studies related to municipal, rural, intercity and provincial transportation. Subjects covered include air, marine, rail, and municipal roads and transit services information for both passengers and freight.

- Air Carrier Service (fares and information)
- Air Services (survey data, statistical data and projects)
- Airport/Heliport (construction, maintenance, and management)
- Intercity Passenger Transportation (policy, projects and surveys)
- Local Roads Boards and Statute Labour Board
- Major Planning Initiatives in the GTA and Elsewhere in the Province (reports, studies, statistics)
- Marine Transportation (studies, reports and issues)
- Municipal Rail Technology (support documents on urban transportation development projects)
- Municipal Roads – Connecting Link and Development Roads (designations and funding)
- Municipal Roads Inventory Data (needs appraisals, annual returns, subsidies/expenditures, distance reports)

Municipal Transit (services and products) Files and Reports
 Municipal Transit (subsidies and policy) Files and Manuals
 Municipal Transportation Policy Projects
 Rail Transportation Service (reports, legislation and regulation)
 Transit Systems Technology and Information
 Transportation Demand (study/survey reports and files)
 Transportation Demand (land use/demographic computer files)
 Transportation Demand (travel survey computer files)
 Transportation Energy Efficiency (operations and projects)
 Transportation Energy Program (fleet listings and mailing lists)
 Transportation of Goods (policies and projects)
 Transportation Technology Development (project files, reports and working papers)

Manuals

Issued to staff as procedural and implementation guidelines.

A Guide for Completing County and Regional Road Systems Bylaws
 A Guide for Township Road Superintendents
 A Guide to Subsidy Policy, Municipal Roads Program
 Guidelines for Inspection, Evaluation and Rehabilitation for Existing Bridges
 Highway Connecting Link Manual
 Instructions in Accounting Municipal Roads
 Intersection Study Procedure Guide
 Local Roads Boards, A Guide for Secretary-Treasurers
 Methods and Inventory Manual – Road Management Plan for Small Lower Tier Municipalities
 Municipal Airport Development Program – Subsidy Policy and Procedures
 Municipal Airports (maintenance, operations and management)
 Municipal Tendering Procedures
 Municipal Transit
 MUNIPARS (Municipal Program Analysis of Rehabilitation Systems)
 Ontario Heritage Bridge Program
 Remote Airports Program – Policy and Standards
 Subsidies or Grants Available – Municipal Roads
 Transportation Energy Analysis

Safety and Regulation

Through legislation and regulation, the Office of the Assistant Deputy Minister, Safety and Regulation promotes highway safety and ensures the safe movement of people and goods. Drivers and vehicles are licensed and regulated by the Licensing and Control Branch. The Transportation Regulation Development Branch oversees the intercity bus and truck industries, and develops highway safety policies. The Compliance Branch is responsible for ensuring compliance with the legislation, investigations, and the licensing of carrier and motor-vehicle inspection stations.

General Classes or Types of Records

Contain information on driver and vehicle policies, highway carriers, bus and truck policies, vehicle weights, sizes and

goods, legislation compliance investigations, systems development, driver training and highway safety.

Bus Transportation Policies
 Canadian Agreement on Vehicle Registration (CAVR)
 Program (operation of a vehicle in two or more jurisdictions)
 Driver and Vehicle Licence Office
 Driver and Vehicle Operational Policy – Policy Development
 Driver and Vehicle Operational Program Administration
 – Licence Issuers, Signing Authorities, etc.
 Driver Examination Centres Licence Issuing Report
 Driver Instructors
 Garage Licences, Applications and Cancellations
 Highway Carrier Inspections and Legislation Compliance
 Highway Carrier Licensing and Information
 Highway Safety Initiatives and Policies
 Licensing Assistance Correspondence – Driver and Vehicle inquiries
 Log of Licence Plate and Driver Record Searches
 Ministry of Revenue Sales Tax Records
 Motor Vehicle Collisions Statistics
 Systems Development, Improvement and Support
 Trip Permits Information and Support
 Truck Transportation Policy
 Vehicle Standards, Specifications, Inspection and Investigations
 Annual Statistics – Drivers
 Annual Statistics – Vehicles – types – registrants, etc.
 Annual Statistics – Motor Vehicle Collisions

Manuals

Issued to staff involved in driver licensing, vehicle registration, driver examination and counselling, inspection and equipment operation. Provide detailed procedures, guidelines and policies to be followed in administering safety and regulation programs.

Field Support
 Licensing Operations
 Support Services
 Equipment
 Prorate
 Oversized/Overweight
 Photo Licensing
 Driver Improvement Counsellor
 Driver Policy
 Vehicle Registration
 Classification and Reporting of Motor Vehicle Accidents
 Automated Driver Exchange
 Carrier Policy
 Carrier System
 Highway Carrier Enforcement Procedures
 Vehicle Inspection Enforcement Procedures

Regions and Districts

Regions and districts perform program delivery functions for the Provincial Highways, Provincial/Municipal Transportation, Safety and Regulation programs and, in northwest region only, the Air Program. Each of the five regions is responsible for a defined geographic part of the province. Some functions are performed at the regional level, while others are delivered at the district level. Each region is divided into both Provincial Highways and Driver and Vehicle districts.

General Classes or Types of Records

Contain information on construction plans and records, driver and vehicle regulation, surveys and plans, geo-technical aspects (e.g., pavement conditions and soils), structural and highway designs, property ownership and boundaries, traffic management, subsidies to municipalities; and planning and allocation of ministry resources.

- Construction Tenders, Work Orders, Plans, Schedules and Reports
- Contracts
- Driver Examination Centres (operations and production)
- Electrical Design
- Engineering Service
- GO ALRT and GO Transit Agreements and Reports (central region only)
- Highway Pavement Conditions, Drainage and Hydrology
- Highway Planning and Design
- Highway Strip, County Site and Militia Maps
- Land Transfer/Acquisition
- Long-Term Municipal Transportation
- Maintenance Inspectors' Reports
- Maintenance Work Orders
- Ministry Agreements (re permits, property, maintenance, utilities)
- Municipal Roads Subsidies
- Remote Airports Construction and Maintenance (northwest region only)
- Resource Planning, Construction and Maintenance Scheduling
- Road Needs
- Staff Safety
- Structural Reports and Inventory
- Traffic Management Records (signs, signals and traffic count data)
- Vehicle Inspection
- Winter Maintenance and Sanding/Salting Reports

Manuals

Provide detailed procedures, guidelines and policies.

- Driver and Vehicle
- Equipment
- Maintenance
- Policy
- Procedure
- Traffic

Affiliated Agencies

Licence Suspension Appeal Board

The board hears appeals from persons whose driver's or vehicle licences have been suspended, and concerning the refusal, revocation or conditions of motor-vehicle inspection station licences.

General Classes or Types of Records

Contain information related to board hearings, decisions and cases.

- Case Files of Appeals Withdrawn
- Licence Suspension Appeal Board Hearings (audio-taped records)

Ontario Highway Transport Board

The Ontario Highway Transport Board is a regulatory tribunal which approves the issuance of and changes to licences for bus and truck for-hire services. It recommends approval or rejection of transfers of operating licences and public-vehicle tariffs to the Minister of Transportation. Operating licences are issued by the minister under legislation that requires for-hire bus and truck operators to hold an operating licence.

General Classes or Types of Records

Contain information concerning the issuance of operator's licences for bus and truck for-hire services, applications, tariffs and certificates, and records of board hearings.

- Board Hearings
- Operator's Licence Application
- Tariffs and Bus-Fare Rate Schedules

Ontario Transportation Development Corporation

This agency was established to encourage and contribute to the development and improvement of the public transportation system in Ontario.

General Classes or Types of Records

This corporation is currently inactive and does not maintain records.

Access

Freedom of Information and Protection of Individual Privacy
Coordinator
Ministry of Transportation
7th Floor, West Tower
1201 Wilson Avenue
Downsview, Ontario
M3M 1J8
Telephone: (416) 235-4334



A public reading room for the review of manuals and other information is open during regular office hours in the Library Services Unit, Room 127, Central Building at 1201 Wilson Avenue, Downsview, telephone: (416) 235-4546.

Ministry of Treasury and Economics

Head

Treasurer of Ontario/Minister of Economics
7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Y7
Telephone: (416) 965-6361

Mandate

The ministry recommends fiscal, economic and regional development policies for the Ontario government. The ministry deals with taxation and fiscal policy, including the development of the provincial budget, economic policy and analysis, regional economic development, provincial borrowing and accounting, and statistical information.

Organization

The ministry is composed of six divisions: Office of the Deputy Minister; Administration; Budget and Intergovernmental Finance Policy; Economic Policy; Treasury; and Tax Reform. Together, they have 17 branches.

Divisions

Office of the Deputy Minister

The Office of the Deputy Minister is comprised of the Ministry Office and the Legal Services Branch. The Ministry Office coordinates policy briefings for the Treasurer in preparation for Cabinet and committee meetings, federal-provincial conferences, and meetings with groups, associations and municipalities. Legal Services prepares legislation and Orders in Council and provides legal interpretation on matters affecting ministry operations.

General Classes or Types of Records

The Ministry Office records contain information relating to Cabinet and committee meetings, policy advice provided by other divisions of the ministry, submissions from groups, associations and municipalities, and overall ministry management. Legal Services' records contain information relating to general administration and operation, legal opinions and advice.

Associations and Municipalities
Cabinet Documents
Committees
Legal Contracts and Agendas

Administration Division

Responsible for providing common administrative services (e.g., financial, purchasing, accommodation, personnel, communications, library, program analysis and planning and internal audit) in support of ministry programs. The Administration Division consists of the following branches or operating units: Accounts and Office Services; Personnel; Communications; Library; Management Services and Internal Audit.

The Office of the Executive Director acts as coordinator for Freedom of Information and Protection of Privacy legislation and has custody of the records of the inactive Inflation Restraint Board, the Ontario Economic Council and the Board of Industrial Leadership and Development.

The ministry also provides selected administrative services to the Premier's Office and Cabinet Office and the ministries of Intergovernmental Affairs, Skills Development, Energy and the Management Board of Cabinet. Records for these ministries can be accessed through their respective information and privacy coordinators.

General Classes or Types of Records

Contain information relating to general administration and operations as described in the introduction to this directory.

Assets and Disposal
Expenditure and Revenue
Financial and Operational Analysis
Management Services Projects
Title Received – Monographs/Monographic Series

Office of the Budget and Intergovernmental Finance

This office assists the Treasurer in formulating Ontario's budget, including the fiscal framework, expenditure priorities and forecasts, revenue targets, taxation policy, federal-provincial and provincial-local finance policies. Also monitors and reports on budget performance and is responsible for pension and income-security policy development. The Office of the Budget and Intergovernmental Finance consists of three branches: Intergovernmental Finance Policy; Fiscal Planning Policy; and Taxation Policy.

General Classes or Types of Records

Contain information relating to economic and fiscal matters, and information received from line ministries and groups outside government.

Expenditure Forecasting (government-wide)
Federal-Provincial Cost-Sharing Agreements
Fiscal Framework
Local Government Fiscal Forecasts and Performance
Pension and Income Security Policy
Provincial Grants to Local Governments
Provincial Loans to Municipalities
Provincial-Local Issues (historical)
Revenue Forecasting and Stabilization Policy

Tax Policy Development (re: commodity and natural resource taxes, corporate and personal income taxes, sales taxes and tax assistance programs)

Office of Economic Policy

This office initiates and coordinates the province's economic policies. It advises and assists the Treasurer and government by pursuing research into macroeconomic policies, international and intergovernmental economic issues, sectoral and regional issues, socio-economic and labour market issues, and the design and coordination of development policies aimed at enhancing the economy of the province. The Office also liaises with Statistics Canada on behalf of all ministries. The Office of Economic Policy consists of three branches: Economic Forecasting; Sectoral and Regional Policy; and Social Economics and Demographics.

General Classes or Types of Records

Contain information relating to labour markets and compensation, overall economic conditions, the service sector, regional matters, demographics and statistics.

Cabinet Agendas, Submissions, Committee Reports
Community Economic Transformation Agreements
Employment Income and Women's Issues
Energy and Transportation
Federal-Provincial Agreements
Ontario Statistics
Primary Sector and Manufacturing
Short- and Medium-Term Economic Forecasts
Structural Policy and Trade

Office of the Treasury

The Office of the Treasury advises the Treasurer on the management and direction of the finance, debt and investment activities of the province. It develops policy relating to finance, debt management and the utilization of cash resources; develops and directs the systems of financial information and accounting policies for the province; and reports to the Legislature, investors and the public on the province's financial position. The Office of the Treasury consists of three branches: Financial Information and Accounting Policy; Finance Policy; and Finance Operations.

General Classes or Types of Records

Contain information relating to ministries' accounts, banking practices, investments and securities.

Accounting Policy
Administration of Ontario's Debt Issues
Banking Policy
Debt and Liquid Reserve Management
Finance Policy for the Ontario Government and its Agencies
Financial Information Systems
Financial Reporting

Manuals

Issued to financial and administration officers in all Ontario government ministries, describing financial administration responsibilities.

Manual of the Office of the Treasury

Tax Reform

This office assists the Treasurer in determining the scope of participation in the federal tax reform initiatives. It leads the consultations with federal and provincial officials on tax policy options and corporate and sales tax collection agreements.

General Classes or Types of Records

Contain information relating to tax and economic matters, information from line ministries, groups outside the government, and other governments.

Federal-Provincial Agreements
Policy Development (re: consumption taxes, corporation taxes, personal income taxes)

Affiliated Agencies

Ontario Municipal Improvement Corporation

This corporation may purchase debentures from smaller municipalities or school boards on a last-resort basis. It administers its own portfolio of loans, as well as loans transferred from the former Education/Universities Capital Aid Corporations.

General Classes or Types of Records

Contain information relating to its administration and financial activities.

Candidates for Loans

Access

Information and Privacy Coordinator
Ministry of Treasury and Economics
5th Floor, Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Y7
Telephone: (416) 965-9852
TDD: (416) 965-4343



A public reading room for the review of manuals and other information is open during regular office hours on the main floor of the Frost Building North at 95 Grosvenor Street, Toronto.

Minister Responsible for Women's Issues

Head

Minister Responsible for Women's Issues
14th Floor, 400 University Avenue
Toronto, Ontario
M7A 1T7
Telephone: (416) 965-4101

Mandate

The Minister Responsible for Women's Issues advises the government on matters pertaining to women.

Organization

The minister carries out the mandate through two organizations – the Ontario Women's Directorate and the Ontario Advisory Council on Women's Issues.

Ontario Women's Directorate

Mandate

The directorate identifies and analyzes women's issues and priorities, and advises the government on policies for the enhancement of equal opportunity and the elimination of discrimination relating to women in Ontario. It works within the government to develop and implement programs that will benefit women and educate the public and private sectors on women's issues.

Organization

The directorate's head office is in Toronto with a field office in Thunder Bay. The directorate is organized as one division with six branches or sections.

Divisions

Office of the Assistant Deputy Minister

Provides overall strategic direction for the directorate; coordinates the activities of the branches; and liaises with the minister's office.

General Classes or Types of Information

Contain information on committees on which the directorate sits, relations with other governments and ministries, the

Legislature, current and future directions of the directorate, budget, and technology development.

Federal-Provincial Meetings
Interministerial Committee
Women's Groups and Organizations

Consultative Services Branch

Identifies, designs, and coordinates Ontario's employment equity policies and programs for women in government and in the broader public and private sectors. Staff consultants provide start-up assistance to organizations establishing employment equity programs.

General Classes or Types of Records

Contain information on private-sector companies and public-sector organizations in Ontario.

Broader Public Sector Employers and Employment
Equity Programs
Case Studies
Clients
Employers – tombstone data and employment equity
programs
Employment Equity
Labour Unions
Other Governments' Initiatives
Private-Sector Companies
Surveys of Executives

Manuals

Issued to employment equity practitioners as requested and to people attending employment equity workshops.

Achieving Employment Equity – A Manual for
Practitioners

Finance and Administration Section

Responsible for the development and coordination of financial, administrative and support services.

General Classes or Types of Records

Contain information related to general administrative and operational support as described in the introduction to this directory.

Manuals

Issued to directorate staff.

Manual of Administration for the Ontario Women's
Directorate

Policy and Research Branch

Advises the minister and Cabinet on economic, social and justice issues as they relate to women; conducts research; consults with key ministries in the Ontario public service on policy development relating to women's issues; reviews Cabinet submissions for their impact on women; and

provides policy advice and briefings. Major policy initiatives include family violence, and economic equity, and issues of legal and social significance to women.

General Classes or Types of Records

Contain information on Cabinet and Management Board submissions, internal policy documents, research materials, and public opinion polls.

- Economics Issues
- Family Violence
- Justice Issues
- Pension Reform
- Social Issues

Program Development Branch

Coordinates and develops of programs that will benefit women in Ontario and administers the Community Grants Program. Current branch projects include education initiatives designed to improve women's access to non-traditional and technology-related employment.

General Classes or Types of Records

Contain information on community groups, grant applications for the Community Grants and Experience programs, and program reports.

- Community Grants Program
- Experience Files
- Here Today . . . Where Tomorrow (film)
- Open Doors Project
- Pathmakers Project

Public Education Programs and Services Branch

Coordinates information concerning women and the directorate's activities, including media relations, advertising, speeches, exhibits, special projects, information services, the development of publications, and the distribution of educational material.

General Classes or Types of Records

Contain information on public requests for material, media surveys, communications activities and plans, advertising campaigns, and public education programs for the directorate.

- Advertising Campaigns
- Media Scan

Manuals

Issued to branch staff on administrative and operational policies and procedures.

- Agency of Record 1986 Procedure Manual and Planning Guide
- Exhibit Booth Information
- Publications Section Reference

Access

Freedom of Information Coordinator
Ontario Women's Directorate
2nd Floor, 280 University Avenue
Toronto, Ontario
M5G 1V2
Telephone: (416) 597-4534



A public reading room for the review of manuals and other information is open from 10:30 a.m. to 5:00 p.m. Monday to Friday on the 3rd floor, 480 University Avenue, Toronto.

Ontario Advisory Council on Women's Issues

Mandate

The council provides independent advice on matters pertaining to the status of women in Ontario; monitors and assesses existing legislation, policies and programs related to the needs of women; identifies specific areas requiring government attention and recommends legislation and program changes; and consults with groups and holds public meetings with the purpose of stimulating public discussion in regions throughout Ontario.

Organization

The Ontario Advisory Council on Women's Issues has fifteen members appointed by Order in Council. Its office is in Toronto.

General Classes or Types of Records

Contain information and correspondence on the activities and administration of the council.

- Issue Files
- Regional Consultations
- Women's Groups

Access

Freedom of Information Coordinator
Ontario Advisory Council on Women's Issues
5th Floor, 880 Bay Street
Toronto, Ontario
M7A 1N3
Telephone: (416) 965-5824

A public reading room for the review of manuals and other information is open during regular office hours on the fifth floor at 880 Bay Street, Toronto.

Workers' Compensation Board

Head

Chairman
Workers' Compensation Board
2 Bloor Street East
Toronto, Ontario
M4W 3C3
Telephone: (416) 927-4000

Mandate

The board is responsible for administering the Workers' Compensation Act. It raises funds from employers to provide compensation to workers injured on the job. Compensation includes payment for medical expenses and loss of wages, vocational and medical rehabilitation, permanent disability pensions, and death benefits to surviving dependants. The board also sponsors accident-prevention activities and funds safety associations.

Organization

The board's head office is in Toronto. The board has four divisions (Strategic Policy and Analysis, Corporate Services, Client Services and Policy and Specialized Services), six regional offices (Hamilton, London, Ottawa, Sudbury, Thunder Bay and Windsor), and five information service offices (Kingston, Timmins, St. Catharines, Sault Ste. Marie and North Bay).

Divisions

Client Services Division

Integrated service units (ISUs) and regional offices which deliver benefits and services to injured workers and their dependents include Claims, Medical and Vocational Rehabilitation Services, Divisional Management Services which provides an administrative function for the ISUs include Revenue, Employer Relations, Legal Services, Administrative Services, Counselling and General Enquiry, Experience Rating and French Services.

General Classes or Types of Records

Contain information on the development of policy for the adjudication of claims, health care benefits, vocational rehabilitation programs and activities, agency payments, and reports and statistics produced for internal purposes.

Accident Costs
Accident Cost Statements – Schedule I Employers
Accident Frequency Rates by Occupation
Accident Statistics (Safety Associations and Rate Groups)

Account Payment
Accounts Receivable – Schedule 2 Employers
Admission and Discharge Records
Agency Index
Assessment Rates
Assessments – Schedule I Employers
Claims Policy Development
Claims Project and Research
Claims Statistical and Management Report
Employer Experience Rating
Employer Firms
Employer Firm Profiles
Employer Reclassification
Liability – Schedule I Employers
Medical Overpayment
Medical Patient Census
Medical Pension
Medical Treating Agencies
Vocational Rehabilitation Agency Payment
Vocational Rehabilitation Project
Vocational Rehabilitation Research and Special Studies

Manuals

Issued to Client Services staff to provide details on administrative and operational policies and procedures. Manuals from other areas of the board are available as required.

Accident Cost Transfers
Area Office Guidelines
Claims Records Control Procedures
Claims Records Control Training
Claims Services Division Manual
Claims Training
Classification
Data Control
Dietary Policy and Procedures
Dietary Quality Assurance
Employment Assessment Policies
Experience Rating Plan
Fire and Disaster Plans
Industry Firm Classification
Medical Agency Services
Medical Records
Medical Services Division, Policies and Administrative Guidelines
Medical Services Transportation
Nursing Services
Occupational Therapy Staff Manual
Pharmacy Policy and Procedures
Physiotherapy
Psychological Services Policy and Procedures
Radiology Policy and Procedures
Regional Central Registry
Regional Office Services
Registration and Control Operating Procedures
Remedial Gymnasium
Revenue Branch Classifications
Revenue Branch Operations
Social Work Procedures
Support Staff Information/Guidelines
Treatment Program Office
Vocational Rehabilitation
Worker Services

Corporate Services Division

Provides ongoing support to the client-service and policy-making groups. The division is composed of the following units: Employment Equity; Finance and Administration; Human Resources; Internal Audit; Management Information Services; and Review Services.

General Classes or Types of Records

Contain information on policies and procedures concerning the division's operating areas. Each operating area maintains information on economic trends, long-term financial planning, information circulars, employment legislation and trends, board security and property administration, payroll, investment and money management, stock and bond markets, investment portfolios and all board investments, systems development and applications, and users' reports.

- Audit Assignment Files
- Audit Reports
- Computer Lease, Rental and Maintenance Agreements
- Computer Resources
- Corporate Annual Reports
- Decision Records
- Employment Trends
- Financial Reports
- Hearings Records and Procedures
- Investments
- Leases
- Management Information Services – Study Papers
- Management Information Services – Vendors
- Research Files

Manuals

Issued to Corporate Services staff to provide details on administrative and operational policies and procedures. Manuals from other areas of the board are available as required.

- Administration and Production – Policy and Procedures
- Computer Lease, Rental and Maintenance Agreements
- Internal Audit – Policy and Procedures
- Lease Records and Procedures
- Management Information Services – Study Papers
- Management Information Services – Vendors
- Organization Manual (WCB) Ontario
- Purchasing – Policies and Procedures
- Research and Development – Policy and Procedures
- Superannuation – Policy and Procedures, Benefits Section, 1985 Treasury Branch Operations

Policy and Specialized Services Division

The Policy and Specialized Services Division consists of six major program areas including Specialized Vocational Rehabilitation Services, Occupational Diseases, Specialized Medical Services, Policy and Program Development,

Downsview Rehabilitation Centre and Occupational Health and Safety Authority. The division formulates operational policies guiding the provision of the board's major services. It coordinates policy development for, and delivers and administers rehabilitation, medical, occupational disease and health and safety education through the provision of specialized, integrated services and technical expertise. The division oversees the operation of the Downsview Rehabilitation Centre and has responsibility for the Occupational Health and Safety Authority which oversees the activities of various delivery agencies coming under the auspices of the Workers' Compensation Act.

General Classes or Types of Records

Contain statistics, studies, surveys and policy, medical, rehabilitation, and occupational disease research. Also contain policies and procedures for the Occupational Health and Safety Education Authority, the delivery agencies, first-aid training programs, and reports and statistics produced by the Occupational Health and Safety Education Authority and the safety associations.

- Accident Cost Statements – Schedule I Employers
- Accident Frequency Rates by Occupation
- Accident Statistics by Rate Groups
- Advisory Committee on Occupational Chest Diseases
- Advisory Council on Occupational Health and Safety – Ministry of Labour
- Association of Workers' Compensation Board of Canada – Convention Reports
- Back Injury Claims (Task Force on Backs)
- Canadian Centre for Occupational Health and Safety
- Cancer Claims and Index
- Compensation Benefits Review
- Compensation Claims by Costs, Geographical Unit, Firms and Summary Reports
- Compensation Claims Statistics
- Computer Capacity System Planning
- Distribution of Temporary Total Disability
- Economy Projections
- Employed by Occupation – Ontario
- Employer Firm Profiles
- Employer Market Analysis Report
- Fatal Claims Records
- First Aid Program Records and Reports
- Home and Vehicle Modification
- Industrial Disease Statistics Panel
- Industrial Noise Deafness
- Joint Policy Review Board Records
- Lump Sum and Permanent Disability Awards
- Mine Rescue Stations – Charging of Costs
- Modified Work Program Reports
- Occupational Health and Safety Research and Special Studies
- Permanent Disability Rating Schedule
- Safety Association Records
- Standard Geographical and Industrial Classification
- Task Document Sample Study

Manuals

Issued to staff to provide details on administration and operational policies and procedures. Manuals from other areas of the board are available as required.

Claims Adjudication
Claims Investigations
Doctors' Manual
Employer Assessment
Health Care Administration
Health Care Benefits
Medical Advisory Services Handbook
Mining Statistics Coding
Occupational Classifications
Records Training Manuals
Safety Association Administration
Safety Associations (firm profile, name and address)
Specialized Medical Services – Transportation
Vocational Rehabilitation JOB System
Vocational Rehabilitation – Policies and Procedures

Strategic Policy and Analysis Division

This division ensures that the programs of the Workers' Compensation Board are carried out in accordance with the act and the approved policies and procedures of the board. It comprises the following units: Actuarial, Communications, General Counsel, Research and Evaluation, Office of the Secretary and Strategic Policy.

General Classes and Types of Records

Contain corporate records, reports, data and background materials concerning research and evaluation projects.

Actuarial Reports
Administrative Matters (schedule of medical benefits etc.)
Assessment Rates
Auditors' Reports
Board Policies and Procedures
Consulting Actuaries
Employer Assessment Rates
Interest Group Representation
Financial Services – Mortgage Servicing Agreements
Historical Legislation – Amendments to the Act and Regulations
Industrial Disease Standards Panel Decisions
Leases and Agreements
Liabilities
Management Committee Minute Books
National and International Compensation Jurisdictions
Reciprocal Agreements
Records of Board Meetings (board decisions on claims, board minute books (from 1914), board of directors and executive committee agendas, executive committee minutes, rulings of the board on sections of the act)
Royal Commission and Task Force Investigations and Reports
Section 15 Hearing Decisions
Superannuation Plan Minutes and Minutes re Investments of Superannuation Fund
Workers' Compensation Appeals Tribunal Decisions

Access

Freedom of Information and Privacy Coordinator
Workers' Compensation Board
26th Floor, 2 Bloor Street East
Toronto, Ontario
M4W 3C3
Telephone: (416) 927-6845

A public reading room for review of manuals and other information is open during regular office hours on the 22nd floor at 2 Bloor Street East, Toronto.

III Indices

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Attorney General, Ministry of the	ATTGEN
Cabinet Office	CAB
Cambrian College of Applied Arts and Technology	CAMBRIAN
Canadore College of Applied Arts and Technology	CANADORE
Centennial College of Applied Arts and Technology	CENTENNIAL
Citizenship, Ministry of	MOC
Colleges and Universities, Ministry of	MCU
Community and Social Services, Ministry of	MCSS
Conestoga College of Applied Arts and Technology	CONESTOGA
Confederation College of Applied Arts and Technology	CONFED
Consumer and Commercial Relations, Ministry of	MCCR
Correctional Services, Ministry of	CORRECTIONS
Culture and Communications, Ministry of	MCC
Disabled Persons, Office for	ODP
District Health Councils	DHC
Durham College of Applied Arts and Technology	DURHAM
Education, Ministry of	EDUC
Energy, Ministry of	ENERGY
Environment, Ministry of the	MOE
Fanshawe College of Applied Arts and Technology	FANSHAWE

Financial Institutions, Ministry of	MFI
Francophone Affairs, Minister Responsible for	FRE
George Brown College of Applied Arts and Technology	GEOBROWN
Georgian College of Applied Arts and Technology	GEORGIAN
GO Transit (Toronto Area Transit Operating Authority)	GO
Government Services, Ministry of	MGS
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Housing, Ministry of	HOUSING
Humber College of Applied Arts and Technology	HUMBER
Industry, Trade and Technology, Ministry of	MITT
Intergovernmental Affairs, Ministry of	MIA
Labour, Ministry of	LABOUR
Lambton College of Applied Arts and Technology	LAMBTON
Liquor Control Board of Ontario	LCBO
Loyalist College of Applied Arts and Technology	LOYALIST
Management Board of Cabinet	MBC
Metro Toronto Convention Centre Corporation	MTCC
Mohawk College of Applied Arts and Technology	MOHAWK
Municipal Affairs, Ministry of	MUNAFF
Native Affairs, Minister Responsible for	NAT
Natural Resources, Ministry of	MNR
Niagara College of Applied Arts and Technology	NIAGARA
Niagara Parks Commission	NPC
Northern College of Applied Arts and Technology	NORTHERN
Northern Development and Mines, Ministry of	NDM

Ontario Food Terminal Board	OFTB	Treasury and Economics, Ministry of	TREASURY
Ontario Hydro	HYDRO	Women's Issues, Minister Responsible for	WOMEN
Ontario Institute for Studies in Education	OISE	Workers' Compensation Board	WCB
Ontario Lottery Corporation	OLC	Introduction to the directory	INTRODUCTION
Ontario Municipal Employees Retirement System	OMERS		
Ontario Northland Transportation Commission	ONTC		
Ontario Stock Yards Board	OSY		
Ontario Technology Centres	OTC		
Ontario Training Corporation	TRAINING		
Ontario Waste Management Corporation	OWMC		
Ottawa Congress Centre	OCC		
Revenue, Ministry of	REVENUE		
Royal Ontario Museum	ROM		
St. Clair College of Applied Arts and Technology	STCLAIR		
St. Lawrence College of Applied Arts and Technology	STLAWR		
Sault College of Applied Arts and Technology	SAULT		
Seneca College of Applied Arts and Technology	SENECA		
Senior Citizens' Affairs, Office for	SCA		
Sheridan College of Applied Arts and Technology	SHERIDAN		
Sir Sandford Fleming College of Applied Arts and Technology	FLEMING		
Skills Development, Ministry of	SKILLS		
Solicitor General, Ministry of the	SOLGEN		
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